

# Cancellation of Property Viewing Appointment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally cancel the property viewing appointment scheduled for [Insert Date and Time] at [Property Address].

Due to [reason for cancellation], I will not be able to attend the appointment as planned. I apologize for any inconvenience this may cause.

If possible, I would appreciate the opportunity to reschedule for a later date. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]