

Appointment Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel our scheduled appointment on [original date] due to [reason for cancellation].

However, I would like to propose rescheduling our meeting to [alternative date] at [time]. Please let me know if this date works for you or if there is another time that would be more convenient.

Thank you for your understanding. I look forward to our conversation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]