

Appointment Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to an unforeseen family emergency, I must cancel our appointment scheduled for [Date and Time].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I will reach out to reschedule at a mutually convenient time in the near future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]