

Dear [Recipient's Name],

We regret to inform you that your appointment scheduled for [Date] at [Time] has been canceled due to a scheduling conflict.

We apologize for any inconvenience this may cause. Please contact us at [Contact Information] to reschedule your appointment at a more convenient time.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]