

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 [Date] at [Time].

This decision was not made lightly, and I sincerely appreciate your understanding in this matter. Due to unforeseen circumstances, I am unable to fulfill our meeting as planned.

I value our relationship and hope to reschedule our appointment at a more convenient time. Please let me know your availability, and I will do my best to accommodate.

Thank you once again for your understanding. I look forward to connecting with you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]