

Appointment Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I need to cancel our appointment scheduled for [original date and time]. Due to [brief reason for cancellation], I will not be able to attend at that time.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate the opportunity to reschedule our meeting. Please let me know your available times, and I will do my best to accommodate your schedule.

Thank you for your understanding. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]