

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Appointment Cancellation Notice**

Dear [Recipient's Name],

I am writing to inform you that I must unfortunately cancel our scheduled appointment on [Insert Date] due to unexpected travel obligations that require my immediate attention.

I apologize for any inconvenience this may cause and appreciate your understanding. I value the opportunity to meet with you and would like to reschedule at a time that is convenient for you.

Please let me know your available times, and I will do my best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]