

Appointment Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that due to unexpected circumstances, we must cancel your appointment scheduled for [insert date and time].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out to us to reschedule at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]