

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] due to work commitments that have arisen unexpectedly.

I sincerely apologize for any inconvenience this may cause, and I appreciate your understanding in this matter. Please let me know your availability for a rescheduled meeting, as I am eager to discuss [Purpose of the Appointment].

Thank you for your cooperation and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]