

# 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 upcoming appointment scheduled for [Date and Time].

Due to [reason for cancellation], I will not be able to meet as initially planned. I apologize for any inconvenience this may cause and appreciate your understanding.

Could we please reschedule this appointment for a later date? I am available on [provide two or three alternative dates and times]. Please let me know what works best for you.

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

Sincerely,

[Your Name]

[Your Contact Information]