

Advance Notice of Cancellation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to [reason for cancellation], I must cancel our scheduled appointment on [date and time].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please feel free to reach out if you would like to reschedule at a later date. I look forward to hearing from you soon.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]