Formal Apology Letter

Subject: Apology for Appointment Cancellation

Dear [Recipient Name],

I am writing to sincerely apologize for having to cancel our scheduled appointment on [Date] at [Time]. Due to unforeseen circumstances, I am unable to attend and deeply regret any inconvenience this may cause.

I hope to reschedule at a time convenient for you and would appreciate your understanding. Please let me know your availability so we can arrange a new meeting.

Thank you for your consideration.

Sincerely,

[Your Name]

[Designation]

[Date]

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