Casual Apology Email

Subject: Sorry, I Need to Cancel

Hi [Recipient Name],

Iâ€™m really sorry, but I wonâ€™t be able to make it to our appointment on [Date]. Something urgent has come up, and I need to reschedule.

Can we find another time that works for you? Thanks for understanding!

Best,

[Your Name]

[Date]

Get more templates here:

https://www.lettersandtemplates.com/letters/apology-letter-for-cancellation-of-appointment