Casual Apology Email

Subject: Sorry, I Need to Cancel

Hi [Recipient Name],

I'm really sorry, but I won'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]

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[Date]

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