

Professional Email for Appointment Cancellation

Subject: Notice of Appointment Cancellation

Dear [Recipient Name],

I am writing to inform you that, due to unforeseen circumstances, I must cancel our scheduled appointment on [Date] at [Time]. I apologize for any inconvenience this may cause.

I would be grateful if we could arrange a new time at your earliest convenience. Please advise your availability so we can reschedule accordingly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Designation]

[Date]

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