

Formal Apology with Reason

Subject: Apology for Canceling Appointment

Dear [Recipient Name],

I regret to inform you that I am unable to attend our scheduled appointment on [Date] due to [Reason]. I sincerely apologize for any inconvenience caused.

I would appreciate the opportunity to reschedule at a time convenient to you. Thank you for your understanding and patience.

Kind regards,

[Your Name]

[Designation]

[Date]

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