

Appointment Cancellation Letter

Dear [Recipient],

I am writing to inform you that I need to cancel my upcoming appointment with you on [date and time]. I apologize for any inconvenience this may cause and I hope you understand that unforeseen circumstances have arisen that require me to reschedule.

I sincerely apologize for any inconvenience this may cause and I appreciate your understanding. If possible, I would like to reschedule our appointment for a later date. Please let me know if this is possible and what dates are available.

Again, I apologize for any inconvenience this may cause and I hope to hear from you soon regarding the rescheduling of our appointment.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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