Immediate cancellation via email

Subject: Urgent: Appointment Cancellation

Hi [Recipient Name],

I regret to inform you that I am unable to attend our appointment scheduled for [Date/Time] due to an urgent matter. I apologize for the short notice.

Could we please arrange another time? I appreciate your understanding.

Best,

[Your Name]

Get more templates here:

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