Professional letter including rescheduling option

Subject: Appointment Cancellation and Reschedule Request

Dear [Recipient Name],

Due to a conflicting engagement, I must cancel our appointment on [Date]. I apologize for any inconvenience this may cause.

I am available on [New Date/Time] and hope this works for you. Please confirm your availability.

Regards,

[Your Name]

Get more templates here:

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