

Formal cancellation of appointment

Subject: Appointment Cancellation Notification

Dear [Recipient Name],

We regret to inform you that your scheduled appointment on [date] at [time] has been cancelled due to unforeseen circumstances. We apologize for any inconvenience this may cause and appreciate your understanding.

Please contact us to reschedule at a convenient time.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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