Casual notice of appointment cancellation

Subject: Sorry, Need to Cancel Our Appointment

Hi [Recipient Name],

I'm really sorry, but I won't be able to make it to our appointment on [date]. Can we reschedule for another day that works for you?

Thanks for understanding,

[Your Name]

Get more templates here:

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