

[Your Name]
[Your Job Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment Cancellation Notification

I hope this message finds you well. I am writing to inform you that the appointment scheduled for [Date] at [Time] has been canceled due to [brief reason for cancellation, e.g., unforeseen circumstances, scheduling conflicts].

We apologize for any inconvenience this may cause and appreciate your understanding. If you would like to reschedule, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization]