

Formal letter for canceling a scheduled appointment

Subject: Cancellation of Appointment on [Date]

Dear [Recipient Name],

I am writing to inform you that due to unforeseen circumstances, I will not be able to attend our scheduled appointment on [Date] at [Time]. I sincerely apologize for any inconvenience this may cause.

Please let me know a suitable time to reschedule the meeting at your convenience. Thank you for your understanding.

Best regards,

[Your Name]

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