**APPOINTMENT CANCELLATION LETTER**

**[Date]  
  
[Name]**

**[Address]**

**[zip code]**

**[Phone]**

Dear Abel,

I'm sending this email regarding our appointment scheduled for the 25th of August at 10 AM.

Regrettably, I will not be able to make it to the meeting due to a family emergency. I sincerely apologize for any inconvenience this may cause.

I would like to call to schedule this appointment.

Looking forward to your response.

Best Regards,

**[Signature]  
[Name]**