**APPOINTMENT CANCELLATION LETTER**

**[Date]  
  
[Name]**

**[Address]**

**[zip code]**

**[Phone]**

Dear **[Mrs./Ms.],**

**Sub:** Cancel Appointment

Respect **[Sir/Madam]**,

Our scheduled appointment was off today but due to some emergency/urgent piece of work, I am sorry to notify you that we will have to cancel our scheduled appointment **[Show your actual causes and situation]**. I am sorry for any inconvenience. However, I will make sure to reschedule our appointment as soon as I can and notify you respectively.

With sincere apologies and best wishes,

**[Your Name]**