Date

Name
Address
City, State, Zip

Dear [NAME],

Unfortunately, I must cancel our appointment on [DATE]. I greatly appreciate your setting aside time to see me; however, an unforeseen and unavoidable situation has arisen that requires my attention.

Please accept my apologies and know that I will be back in touch. In the meantime, you may reach me at [PHONE] or by email [EMAIL].

Sincerely,

[NAME]

[TITLE]