

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Dental Office Name]

[Dental Office Address]

[City, State, Zip Code]

Subject: Appointment Cancellation Notice

Dear [Recipient Name],

I am writing to formally cancel my dental cleaning appointment scheduled for [Insert Date and Time] at your office. Unfortunately, due to [brief reason if desired, e.g., unforeseen circumstances], I will not be able to attend.

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if I need to take any further steps on my end.

Thank you for your assistance, and I look forward to rescheduling my appointment at a later date.

Sincerely,

[Your Name]