

Cancellation of Appointment

Date: [Insert Date]

To: [Physical Therapy Clinic Name]

Dear [Therapist's Name/Receptionist's Name],

I am writing to formally cancel my physical therapy appointment scheduled for [Insert Date and Time]. Unfortunately, due to [brief reason for cancellation, if desired], I will not be able to attend.

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if there are any necessary steps I need to take regarding rescheduling or confirming my cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]