

Cancellation of Sleep Study Appointment

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my upcoming sleep study appointment originally scheduled for [Insert Date and Time] at [Insert Location].

Unfortunately, due to [brief reason, e.g., scheduling conflicts, personal reasons], I will not be able to attend the appointment as planned. I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If possible, I would like to reschedule the appointment for a later date. Please let me know the available dates and times, and I will do my best to accommodate.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]