

Cancellation of Elder Care Visit

Date: [Insert Date]

To: [Elder Care Provider/Agency Name]

Address: [Provider's Address]

Dear [Provider's Name],

I am writing to formally cancel the elder care visit scheduled for [Insert Date of Scheduled Visit] for [Elder's Name]. Due to [reason for cancellation], I regret to inform you that we will not be able to proceed with the visit as planned.

If possible, I would appreciate confirmation of this cancellation at your earliest convenience. Additionally, please let me know if there are any necessary steps we need to take regarding future appointments or payments.

Thank you for your understanding.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Relationship to the Elder]