

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my upcoming wellness checkup scheduled for [insert date and time]. Due to [brief explanation of reason], I will be unable to attend.

I apologize for any inconvenience this may cause and would like to reschedule the appointment for a later date. Please let me know the available options at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]