

Cancellation of Speech Therapy Appointment

Date: [Insert Date]

To: [Insert Therapist's Name]

Address: [Insert Therapist's Address]

Dear [Therapist's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my upcoming speech therapy appointment scheduled for [Insert Date and Time].

Unfortunately, [brief reason for cancellation if desired]. I apologize for any inconvenience this may cause.

Please let me know about rescheduling options at your earliest convenience. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]