

Retraction of Service Appointment

Date: [Insert Date]

To: [Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally retract my request for a service appointment originally scheduled for [insert date and time]. Due to unforeseen circumstances, I will need to cancel this appointment.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your attention to this cancellation.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]