

Withdrawal from Scheduled Repair Service Appointment

Date: [Insert Date]

Dear [Repair Service Provider's Name],

I am writing to formally withdraw from my scheduled repair service appointment on [Insert Date and Time] for [Insert Description of the Item].

Due to [Insert Reason for Withdrawal], I am unable to proceed with the appointment at this time. I apologize for any inconvenience this may cause and appreciate your understanding.

If possible, I would like to reschedule the appointment for a later date. Please let me know available options.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]