

Cancellation Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

I am writing to inform you that I need to cancel my follow-up appointment scheduled for [Insert Date and Time] due to [Insert Reason].

I apologize for any inconvenience this may cause and would appreciate your assistance in rescheduling my appointment at a later date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]