

# Cancellation of Endocrine System Evaluation Appointment

Date: [Insert Date]

To: [Doctor's Name]  
[Clinic/Hospital Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Doctor's Name],

I am writing to formally cancel my appointment for the endocrine system evaluation that was scheduled for [insert date and time].

Unfortunately, due to [reason for cancellation], I will not be able to attend. I apologize for any inconvenience this may cause.

If possible, I would appreciate it if we could reschedule this appointment for a later date. Please let me know your available times.

Thank you for your understanding.

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