

Cancellation of Occupational Therapy Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Clinic/Practice Name]

[Clinic Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you that I must unfortunately cancel my upcoming occupational therapy appointment scheduled for [Insert Appointment Date and Time].

Due to [brief reason for cancellation, if desired], I will not be able to attend. I apologize for any inconvenience this may cause and hope to reschedule at a later date.

Please let me know if it is possible to arrange a new appointment. Thank you for your understanding.

Sincerely,

[Your Name]