

Cancellation of Sleep Study Appointment

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that I need to cancel my sleep study appointment originally scheduled for [Insert Date and Time]. Due to [brief reason for cancellation, if desired], I will not be able to attend.

Please let me know if there are any procedures I need to follow regarding this cancellation. I would appreciate confirmation of the cancellation at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]