

Dear [Patient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel your upcoming dental appointment scheduled for [Date] at [Time].

I sincerely apologize for any inconvenience this may cause you. Due to [brief explanation of the reason, e.g., unforeseen circumstances], I am unable to attend to your appointment as planned.

Please rest assured that your dental health is important to me. I would be more than happy to assist you in rescheduling your appointment at a more convenient time. You can reach us at [Phone Number] or [Email Address].

Thank you for your understanding and patience in this matter. I look forward to seeing you soon.

Warm regards,

[Your Name]

[Your Title]

[Dental Practice Name]

[Contact Information]