

Dr. [Doctor's Name]

[Doctor's Office Name]

[Office Address]

[City, State, Zip Code]

[Date]

Dear Dr. [Doctor's Last Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my upcoming appointment scheduled for [date and time] due to [brief explanation of reason, e.g., unforeseen circumstances, a scheduling conflict, etc.].

I apologize for any inconvenience this may cause and hope to reschedule the appointment at a later date. Please let me know if there are available times in the upcoming weeks.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]