

# Vaccination Appointment Cancellation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to inform you that I need to cancel my vaccination appointment originally scheduled for [Insert Date and Time] at [Insert Location]. Unfortunately, due to [Insert Reason], I am unable to attend.

I apologize for any inconvenience this may cause and would like to know if it is possible to reschedule my appointment for a later date. Please let me know the available options at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]