

# Appointment Cancellation

Date: [Insert Date]

To: [Physiotherapy Clinic Name]

Address: [Clinic Address]

Dear [Physiotherapist's Name],

I am writing to inform you that I need to cancel my physiotherapy appointment scheduled for [Insert Date and Time]. Unfortunately, due to [reason for cancellation], I will not be able to attend.

I apologize for any inconvenience this may cause and would appreciate your understanding. Please let me know if I need to take any further steps or if you require any additional information.

Thank you for your attention to this matter. I look forward to rescheduling my appointment at a later date.

Sincerely,

[Your Name]

[Your Contact Information]