

# Appointment Cancellation Notice

Dear [Patient's Name],

We are writing to inform you that your dermatology appointment scheduled for [Date] at [Time] has been cancelled due to [reason for cancellation].

We apologize for any inconvenience this may cause and encourage you to reschedule your appointment at your earliest convenience. Please contact our office at [Phone Number] or visit our website [Website URL] to choose a new date and time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Clinic/Practice Name]

[Contact Information]