

Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to formally notify you that I am cancelling my upcoming appointments for respiratory therapy as of [Insert Cancellation Date].

Thank you for the services provided thus far. Please confirm the cancellation at your earliest convenience.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]