

# Cancellation of Healthcare Services

Dear [Patient's Name],

We understand that situations may arise that necessitate the cancellation of your scheduled healthcare services. To assist you in this process, please review the following guidelines:

## Cancellation Policy

1. All cancellations must be made at least [X] hours/days prior to your scheduled appointment.
2. Cancellations can be made via phone, email, or our online patient portal.
3. If you miss an appointment without prior cancellation, a [fee/penalty] may apply.

## How to Cancel

To cancel your appointment, please follow these steps:

1. Contact our office at [phone number] or email us at [email address].
2. Provide your full name, appointment date, and reason for cancellation.
3. Receive confirmation of your cancellation from our staff.

## Rescheduling

If you would like to reschedule your appointment, please let us know during your cancellation, and we will be happy to assist you in finding a new time.

Thank you for your understanding. If you have any questions, feel free to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Healthcare Service Name]

[Contact Information]