

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Doctor's Name]
[Doctor's Office/Clinic Name]
[Office Address]
[City, State, ZIP Code]

Dear [Doctor's Name or Receptionist's Name],

I am writing to inform you that I need to cancel my upcoming appointment scheduled for [date and time].

I apologize for any inconvenience this may cause and appreciate your understanding. If possible, I would like to reschedule my appointment for a later date. Please let me know the available options.

Thank you for your attention to this matter.

Sincerely,
[Your Name]