

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

Dear [Doctor's Name or Office Staff],

I am writing to inform you that I need to cancel my upcoming appointment scheduled for [original appointment date and time]. Unfortunately, [brief reason for cancellation, if desired].

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if I can reschedule for a later date.

Thank you for your assistance.

Sincerely,  
[Your Name]