

**\*\*Subject:\*\*** Appointment Cancellation Notification

Dear [Patient's Name],

We regret to inform you that your EKG appointment scheduled for [Date] at [Time] has been canceled due to [reason for cancellation, e.g., unforeseen circumstances, scheduling conflict, etc.].

We apologize for any inconvenience this may cause and encourage you to contact us at [Phone Number] or [Email Address] to reschedule your appointment at your earliest convenience.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Title]

[Clinic/Hospital Name]

[Contact Information]