

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

Dear [Doctor's Name or Receptionist's Name],  
I hope this message finds you well. I am writing to inform you that I  
need to cancel my appointment scheduled for [date and time of  
appointment] due to [reason, if comfortable sharing].  
I apologize for any inconvenience this may cause and appreciate your  
understanding. Please let me know if I need to take any further steps or  
if I can reschedule for a later date.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]