

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[HVAC Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [HVAC Company Representative's Name],

I am writing to formally cancel my scheduled HVAC repair service appointment originally set for [Date and Time] due to [reason for cancellation].

I would appreciate it if you could confirm the cancellation at your earliest convenience. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Account Number or Order Number, if applicable]