

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Occupational Therapy Clinic Name]
[Clinic Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my upcoming occupational therapy appointment scheduled for [Date and Time] due to [brief reason, if desired].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]