

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company 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 the scheduled pick-up appointment originally set for [date and time] due to [brief reason for cancellation, if applicable].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if there are any further steps I need to take regarding this cancellation.

Thank you for your assistance.

Sincerely,

[Your Name]