

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[PTA Office/School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I will need to cancel my appointment scheduled for [date and time] regarding [specific reason for the appointment]. Unfortunately, [brief reason for cancellation, if desired].

I apologize for any inconvenience this may cause and appreciate your understanding. If possible, I would love to reschedule at a later date. Please let me know your available times.

Thank you for your attention to this matter.

Sincerely,
[Your Name]