[Name of Recipient]

[Address of Recipient]

Date:

[Sender’ Name]

[Sender’s Address]

**Subject: Doctor’s Appointment Cancellation Letter**

Dear Mr./Mrs. [name of the Recipient],

I am sorry to inform you that I would like to cancel my son’s dental exam and cleaning appointment with Dr. Hanks, which is scheduled for [mention day, date, and time]. I would like to cancel this appointment due to some personal reasons for which I would not be able to bring my son for the said appointment.

I would like to reschedule the appointment sometime after three weeks and I will call you to set up a new. Please accept my sincerest apologies if the said cancellation caused you any inconvenience. Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]