**APPOINTMENT CANCELLATION LETTER**

**[Date]  
  
[Name]**

**[Address]**

**[zip code]**

**[Phone]**

Dear Dr. Lavington,

I am Lucy Marylyn, a frequent client, writing with deep regrets requesting to cancel on my annual gynecological examination appointment. This appointment was programmed for the 31st of this month at 3 p.m. I was involved in a road accident two days ago at around midnight and I am currently admitted at the Mary mother hospital with a dislocation of the knee and a fracture of the tibia and fibula. I would kindly like to reschedule the appointment to 30th of next month at 3 p.m., and I will keep in touch with you to inform you on any upcoming changes for I don’t know how long I am going to be admitted.

Thank you for your attention to this matter, my heartfelt apology for the cancellation of the appointment. My apologies also on any inconveniences caused by this cancellation.

Sincerely,

Lucy Marylyn.