**APPOINTMENT CANCELLATION LETTER**

**[Date/month/year]**

**[Name of recipient]**

**[Street address]**

**[name of the hospital/clinic]**

Dear **[recipients name],**

I am writing to kindly cancel on the dental check-up appointment set for **[date/month/year/time]**. I am **[name of the sender]**, unfortunately, due to an urgent family matter I have to fly out of the country, and I will not be able to make back by the current appointment date. I am meekly requesting a reschedule on the appointment to **[the date and time sender is comfortable with]**. Please accept my genuine apology for the cancellation on the appointment.

I express apologies once again for this sudden cancellation and for any inconveniences.

Sincerely,

**[Senders first and last name]**