**APPOINTMENT CANCELLATION LETTER**

**[Date]  
  
[Name]**

**[Address]**

**[zip code]**

**[Phone]**

Dear Dr Jones,

I'm writing this email with regards to my dental appointment, which is scheduled for Saturday, June 28th at 2 PM.

I'll like to cancel this appointment because of a family emergency. I'll like to reschedule sometime in the future, I will call to set a new date.

I apologize for any inconvenience this may cause.

Sincerely,

**[Name]**

**[Address]**

**[Phone]**