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| Dear [recipient's name]:  I am writing to cancel my daughter's dental exam and cleaning appointment, which is scheduled for this  Thursday, February 25th at 3 p.m. We must cancel this appointment because of illness in our family.  We would like to reschedule for sometime at least two weeks from now, and I will call you to set up a new  appointment.  Thank you for your attention to this matter, and I apologize for any inconvenience caused by this cancellation.  Sincerely,  [Signature]  [Sender's first and last names] |