(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)