

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Cancellation and Rescheduling of Appointment

Dear :

Due to circumstances beyond my control, I must cancel your current appointment for Date. Please contact my office to reschedule this appointment for next week. I apologize for any inconvenience this may have caused.

Sincerely,

N A M E