[Name of Recipient]

[Title]

[Company Name]

[Street Address]

[City, State ZIP Code]

Dear [Name of Recipient]:

I have an appointment scheduled on [Date of Appointment] at [Time].

Unfortunately, a conflict has arisen in my schedule, and I must [cancel/postpone] my

visit. I sincerely apologize for the inconvenience. I will be back in touch with your office

to reschedule for a future date. [Delete previous sentence if you will not be rescheduling.]

Thank you for your understanding in this matter.

Sincerely,

[Your Name]