

# **Letter to Cancel Doctor/ Dental Appointment**

**16th December 2017**

**356 Rachel Carson Road Santa Cruz, CA 95064**

**JOHN CARTER**

**Mission Grove Clinic**

**19314 Jesse Lane Riverside, CA 92508**

**Dear Dr. Carter;**

I am writing you to cancel my daughter's dental examination and cleaning appointment, which is scheduled this Thursday, December 20th at 3 p.m. We must cancel this appointment because of illness in our family. We would like to reschedule this dental examination at least two weeks from now, and I will keep in touch with 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,**

**GERRY KING**