

Letter to Cancel/Postpone an Appointment

This package contains:

1. Instructions & Checklist for Letter to Cancel or Postpone an Appointment
2. Letter to Cancel or Postpone an Appointment

Instructions & Checklist for Letter to Cancel/Postpone an Appointment

- This package contains (1) Instructions & Checklist for a Letter to Cancel or Postpone an Appointment; and (2) Letter to Cancel or Postpone an Appointment;
- This form is designed to assist you in drafting a letter for when you would like to cancel or postpone a previously scheduled appointment.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[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]