[Your letterhead, if desired; if not, your return address]

[Date of letter-month, day, and year]

[Recipient's first and last names]  
[Company name]  
[Street or P.O. box address]  
[City, State ZIP code]

Dear [recipient's name]

I am writing to cancel my daughter's dental exam and cleaning appointment, which is scheduled for this Thursday, February 25th at 3 p.m. We must cancel this appointment because of illness in our family. We would like to reschedule for sometime at least two weeks from now, and I will call 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,

[Signature]

[Sender's first and last names]