

Appointment Cancellation Or Termination Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Recipient Name]

[Recipient Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to inform you that I am cancelling/terminating our scheduled appointment on [date] at [time] for [reason for cancellation/termination]. I apologize for any inconvenience this may cause.

I would like to request that my appointment fee/deposit be refunded to me, as per the terms and conditions of our agreement. Please let me know the steps I need to take to receive my refund.

Thank you for your understanding in this matter. I appreciate your time and effort in accommodating my request.

Sincerely,

[Your Name]