

Disagreement Letter Concerning a Cancelled Appointment

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] (optional)

Dear (recipient's name),

This letter has been written in reference to the sudden cancellation to my daughter's appointment with you. She is a kidney patient and is a regular patient at your hospital. She has been receiving treatment from your hospital since last couple of years. Her disease doesn't allow any delay in her treatment. As the cancellation of appointment was made just at the eleventh hour, so we couldn't even get to make an appointment at some other hospital. In addition, no attempt was made to inform us about the cancellation of appointment. Me and my daughter were quite on time as per the the regular schedule but the doctor wasn't there. This is therefore not appreciable and such kind of act will not be accepted next time. You people work for humanity and the life safety of your patients must be your first priority. I request an explanation of this happening and an assurity that such kind of act will not take place in the future. Thank you!

Yours Sincerely

[Your Name]

[Senders Title] -Optional-