

# Cancellation of Media Consultation

Dear [Consultant's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, we need to cancel our scheduled media consultation on [date] due to [reason for cancellation].

We appreciate your understanding in this matter and apologize for any inconvenience this may cause. If possible, we would like to reschedule the consultation for a later date. Please let us know your availability.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]