

# Cancellation of Freelance Training Session

Date: [Insert Date]

Dear [Trainer's Name],

I hope this message finds you well. I am writing to formally notify you that I need to cancel the freelance training session scheduled on [Insert Date and Time] due to [brief reason for cancellation].

I apologize for any inconvenience this may cause and I appreciate your understanding in this matter. If possible, I would like to discuss rescheduling the session for a later date.

Thank you for your support and I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]