

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Cancellation of Notary Services

Dear [Recipient's Name],

I am writing to formally notify you that I am canceling the notary services scheduled for [Insert Date and Time] for [Insert Purpose].

Due to [reason for cancellation], I will no longer be able to proceed with the appointment. I apologize for any inconvenience this may cause.

If possible, I would appreciate your confirmation of this cancellation.

Thank you for your understanding.

Sincerely,

[Your Name]