

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tutor's Name]

[Tutor's Address]

[City, State, Zip Code]

Subject: Cancellation of Private Tutoring Services

Dear [Tutor's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of the private tutoring services that were scheduled for [specific subject or course] on [date].

Due to [reason for cancellation, e.g., personal circumstances, scheduling conflicts], I am unable to continue with the sessions at this time. I appreciate the time and effort you have put into our tutoring sessions thus far.

Please let me know if there are any formalities or final payments that need to be addressed regarding this cancellation.

Thank you for your understanding, and I wish you all the best in your future tutoring endeavors.

Sincerely,

[Your Name]