

# **Cancellation Notice**

Date: [Insert Date]

Dear [Counselor's Name],

I hope this message finds you well. I am writing to formally notify you that I need to cancel my upcoming genetic counseling appointment originally scheduled for [Insert Date and Time] due to [brief reason, if comfortable].

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if I need to reschedule my appointment or if there are any further actions I should take.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]