

# Cancellation of Career Counseling Session

Date: [Insert Date]

To: [Counselor's Name]

[School's Name]

[School's Address]

Dear [Counselor's Name],

I hope this message finds you well. I am writing to formally cancel my scheduled career counseling session, which was set for [original date and time].

Due to [reason for cancellation], I will not be able to attend the session.

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if it is possible to reschedule for a later date.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]