

Cancellation Notice

Date: [Insert Date]

Dear [Client's Name],

We regret to inform you that your consultation scheduled for [Insert Date and Time] has been canceled due to [reason for cancellation].

We apologize for any inconvenience this may cause and appreciate your understanding. If you would like to reschedule, please feel free to contact us at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]