

Service Cancellation Notification

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that, due to my upcoming relocation, I will unfortunately have to cancel our personal training services. My last session will be on [Last Session Date].

It has been a pleasure working with you and assisting you in achieving your fitness goals. I sincerely appreciate your commitment and dedication throughout our training sessions.

If you have any questions or need assistance finding another trainer in your area, please feel free to reach out. I wish you all the best in your future fitness endeavors.

Thank you once again for the opportunity to train with you.

Sincerely,

[Your Name]

[Your Business Name]