

# Cancellation of Personal Trainer Services

Dear [Trainer's Name],

I hope this message finds you well. I am writing to formally inform you that I need to cancel my personal training sessions due to personal commitments that require my immediate attention.

My last scheduled session will be on [last session date], and I sincerely apologize for any inconvenience this may cause. I have greatly appreciated your guidance and support in my fitness journey, and I hope to reconnect in the future when my schedule allows.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Contact Information]