Service Cancellation Notice

Date: [Insert Date]

To: [Personal Trainer's Name]

[Personal Trainer's Address]

[City, State, Zip Code]

Dear [Personal Trainer's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to temporarily pause my personal training sessions effective immediately. Due to [briefly explain reason, e.g., personal circumstances, health issues, etc.], I am unable to continue training at this time.

I would like to express my gratitude for the guidance and support you have provided during our sessions. I truly appreciate everything I have learned and the progress I have made.

At this point, I am unable to provide a specific date for my return, but I hope to resume training with you in the future once my circumstances allow.

Thank you for your understanding. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]