

Cancellation of Special Advising Appointment

Dear [Advisor's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my special advising appointment scheduled for [Date] at [Time].

Unfortunately, [brief reason for cancellation, if comfortable sharing]. I apologize for any inconvenience this may cause and appreciate your understanding.

If possible, I would like to reschedule our meeting. Please let me know your availability in the upcoming weeks.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]