

# Cancellation of Pre-Med Advising Appointment

Date: [Insert Date]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my pre-med advising appointment scheduled for [Insert Date and Time]. Unfortunately, [brief reason for cancellation].

I apologize for any inconvenience this may cause and appreciate your understanding. I would like to reschedule our meeting, if possible, and will reach out soon to find a new time that works for both of us.

Thank you for your support and guidance.

Sincerely,

[Your Name]

[Your Contact Information]