

Dear [Advisor's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my pre-law advising appointment scheduled for [Date] at [Time]. Due to [brief reason if you wish to include, e.g., a scheduling conflict], I will not be able to attend.

I apologize for any inconvenience this may cause and hope to reschedule the appointment at a later date. Please let me know your availability for the upcoming weeks.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]