

Cancellation of Group Advising Session

Date: [Insert Date]

Dear [Advising Team/Advisor's Name],

I hope this message finds you well. I am writing to inform you that I must cancel the group advising session scheduled for [insert date and time] due to [reason for cancellation if applicable].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. If possible, I would like to reschedule the session for a later date. Please let me know your available times.

Thank you for your support.

Sincerely,
[Your Name]
[Your Contact Information]