

Cancellation of Voice Coaching Appointment

Dear [Coach's Name],

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

Unfortunately, due to [brief reason for cancellation], I will not be able to attend. I apologize for any inconvenience this may cause.

I appreciate your understanding and hope to reschedule the session at a later date. Please let me know your availability for the upcoming weeks.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]