

Cancellation of Career Counseling Appointment

Date: [Insert Date]

Dear [Counselor's Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my career counseling appointment scheduled for [insert date and time]. Unfortunately, [brief reason for cancellation, if desired].

I apologize for any inconvenience this may cause and appreciate your understanding. I would like to reschedule our meeting if possible, and I will follow up with you shortly to arrange a new date and time.

Thank you for your support and guidance.

Sincerely,

[Your Name]

[Your Contact Information]