

Cancellation of Spa Appointment

Dear [Spa Name],

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

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

Thank you for your understanding. I hope to reschedule my appointment for a later date.

Sincerely,

[Your Name]

[Your Contact Information]