

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Salon Name]  
[Salon Address]  
[City, State, Zip Code]

Dear [Salon Name/Specific Contact Name],

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

I apologize for any inconvenience this may cause and appreciate your understanding.

Please confirm the cancellation of my appointment.

Thank you for your assistance.

Best regards,

[Your Name]