

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

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you of a cancellation of our scheduled therapy session on [date and time]. Due to [reason for cancellation, e.g., unforeseen circumstances, scheduling conflict, etc.], I am unable to attend our session. I apologize for any inconvenience this may cause and appreciate your understanding.

Please feel free to reach out to me to reschedule our appointment at a time that is convenient for you. I am here to support you and look forward to continuing our work together.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Credentials]
[Your Practice Name]
[Contact Information]