

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

[Recipient's Name]
[Business Name]
[Business Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally cancel my appointment for the lymphatic drainage
massage scheduled for [insert date and time] at [insert business name].

Due to [brief reason, if desired], I will not be able to attend.

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

Thank you for your assistance in this matter.

Sincerely,

[Your Name]