

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of [insert service or reservation] scheduled for [insert date] due to an unforeseen emergency.

Unfortunately, [briefly explain the nature of the emergency, if appropriate]. Given these circumstances, I regret to inform you that I will be unable to fulfill my commitment.

I kindly request that you confirm the cancellation and, if applicable, provide information regarding any refunds or cancellation policies.

Thank you for your understanding during this challenging time.

Sincerely,  
[Your Name]