

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that I need to cancel my [specific service, reservation, contract, etc.] scheduled for [date and time].

Unfortunately, due to [brief reason for cancellation, if comfortable sharing], I will not be able to proceed as planned.

I understand that my cancellation may impact your schedule, and I sincerely apologize for any inconvenience this may cause.

Please confirm the cancellation of my [service/reservation/contract], and let me know if there are any further steps I need to take.

Thank you for your understanding.

Best regards,

[Your Name]