**APPOINTMENT CANCELLATION LETTER**

**[Date/month/year]**

**[Name of recipient]**

**[Street address]  
[Zip code]  
[Phone no]**

**Subject Line:**Appointment Cancellation

**Email Body:**Business Name

Your appointment has been cancelled.

Hey Client First Name,

This is to confirm your recent cancellation of your**[Service Name]**appointment with **[Staff Name]** that was scheduled for **[Date Time Client Time zone]**.

Cancellation Reason **[entered by client when cancelling the appointment]**

Hope you can schedule with **[Business Name]** again soon.

Thank you,

**[Staff Signature Section]**