**APPOINTMENT CANCELLATION LETTER**

**[Date/month/year]**

**[Name]**

**[Address]**

**[zip code]**

**[Phone]**

**Subject Line:** Appointment Cancellation

**[Staff Name on Date Time Client Time zone]** Your appointment has been cancelled.

Hey Client **[First Name]**,

**[Your Service Name]** appointment with Staff **[Name scheduled]** for **[Date Time]** Client Time zone has been cancelled.

Cancellation Note **[entered by staff upon cancelling appointment]**

Thank you for your understanding,

**[Business Name]**

**[Staff Signature Section]**