**APPOINTMENT CANCELLATION LETTER**

**[Date/month/year]**

**[Name of recipient]**

**[Street address]**

**Subject Line**: Appointment Cancellation

**[Staff Name on Date Time Client Time zone]**

Your appointments have been cancelled.

Hey Client's **[First Name]**,

Your appointments for **[Name of Service]** with **[Staff's Full Name]** at **[Location Name]** starting First Day Appointment is taking place and going through Last Day. Appointment is taking place repeating every Frequency of Appointments on Days of the week appointments were supposed to take place at **[Appointment location]** Appointment Start Time have been cancelled.

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

Thanks,

**[Business Name]  
[Name]**