

Personal Training Session Cancellation

Subject: Heartfelt Apology for Last-Minute Training Cancellation

Dear [Client Name],

I hope this message finds you well, though I'm writing with a heavy heart to apologize for canceling our training session today. I know how much you were looking forward to our workout, and I feel terrible about letting you down.

[Personal reason - family emergency, sudden illness, unexpected work commitment] has made it impossible for me to provide you with the quality training session you deserve. Your fitness journey is incredibly important to me, and I never take canceling lightly.

I understand this may have disrupted your carefully planned routine, and I want to make it right. I'm offering:

- A complimentary 30-minute extension to our next session
- Flexible rescheduling at no additional cost
- A personalized workout plan you can do at home today

Your dedication to your health inspires me every day, and I'm committed to getting back on track together. Would [Alternative Date/Time] work for you to reschedule?

I truly appreciate your understanding during this challenging time.

Warmly,

[Your Name]

Personal Trainer

[Contact Information]

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