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Letter to Cancel an Appointment

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**Introduction**

The letter to cancel an appointment is written to inform about cancellation of any prior appointment taken. This letter can be a kind of letter of regret. In this letter all details are written such as reason for cancellation etc.

**Letter to Cancel an Appointment Tips**

Some tips to write a good letter to cancel an appointment

* This letter is written to cancel a particular appointment hence it should be written in polite way.
* Mention that you are very sorry about the cancelation but you cannot help the situations.
* Also mention that you will try very hard so that the no one will suffer the loss.

Sample Letter to Cancel an Appointment

From

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

To

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

Subject - letter to cancel an appointment

Dear Mr. Subramanian

I am writing this letter to you to make you aware that I will not be able to come for the meeting that is held on 18th November 3.00 P.M. to discuss the new project. I have gone through a hernia operation and doctor has advised me to take bed rest for at least two weeks. I know that I was given a very important role in the said meeting but still I feel very sad as I am not able to attend the same.

I highly regret for the inconvenience caused to you and I will make every effort so that no one in the company is suffered in my absence. I would like to recommend Ms. Deepa Krishnan to lead the meeting as she is very capable and has good leadership qualities. I assure you to train her and I have already prepared the related paperwork which I can hand over to her. I am sure she will do a good job.

I am really feeling very bad for the inconvenience caused to all the staff members. But I am very helpless for the health problems. I can help you in this regards and you can feel free to contact me any time.

Thanking you.

Mr. Satish Pradhan

# Letter to Cancel an Appointment Template

# From

# \_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date

# To

# \_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_

# Subject - letter to cancel an appointment

# Dear \_\_\_\_\_ (name)

# I am \_\_\_\_\_ (name) writing this letter to you to inform you that I will not be able to attend the meeting that is arranged on \_\_\_\_\_\_\_ (date). I am on a bed rest as I have gone through a hernia operation last week. I ensure that the meeting will be going on in proper way in my absence.

# I will train the concerned person in very good manner and you can contact me any time in case of any issues arise. I really feel very bad as I have missed a very good opportunity.

# Yours Sincerely,

# Name

# Signature

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