

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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