**APPOINTMENT CANCELLATION LETTER**

**[Date/month/year]**

 **[Name]**

**[Address]**

**[zip code]**

**[Phone]**

**Subject:** Product marketing meeting canceled due to illness

Hey team, unfortunately I will have to cancel today’s meeting that is set to occur at 1:00pm as I am feeling unwell. I apologize for the inconvenience and would be happy to reschedule at your earliest convenience.

Please feel free to cross reference my calendar and propose a date and time that works for you later this week.

Thank you for your understanding,

Sarah Brown

Product Marketing Manager

**[email and phone number]**