**APPOINTMENT CANCELLATION LETTER**

**[Date/month/year]**

 **[Name]**

**[Address]**

**[zip code]**

**[Phone]**

**Subject:** Product marketing meeting canceled due to family emergency

Hello team, I regret to inform you that I will have to cancel our product marketing meeting that is set to take place today at 3:30pm.  Unfortunately, a family emergency has occurred that requires my immediate attention and I will be unavailable for the remainder of the week.

I have attached the slide deck I planned to present during our meeting should you decide to move forward in my absence. Alternatively, we can reconvene next week. I apologize for the inconvenience and appreciate your understanding during this difficult time.

Thank you,

Sarah Brown

Product Marketing Manager

**[email]**

**[phone number]**