**APPOINTMENT CANCELLATION LETTER**

**[Date]

[Name]**

**[Address]**

**[zip code]**

**[Phone]**

Dear **[Mrs./Ms.],**

I wish to advise you that I will not be attending the August convention in San Francisco and will consequently be unable to participate as a member of the panel on insurance for businesses. I have been ill and will require daily treatments for the next two months.

I regret my inability to assist you but do look forward to working with you on other projects. In the meantime, Suzanne Johnson or Jane Doe of Doe Corporation should be able to assist you in your planning. I am sure they can also offer suggestions for someone to take my place on the panel.

I look forward to future collaboration and will be in touch with you as soon as I am up to speed again.

Thankyou,

**[Signature]**

**[Name]**