**APPOINTMENT CANCELLATION LETTER**

**[Date]  
  
[Name]**

**[Address]**

**[zip code]**

**[Phone]**

Dear Mrs**. [Your name],**

I regret to inform you that I have to cancel our meeting scheduled at 11 AM on Monday, 13th regarding our companies' future collaboration. My assistant has notified me that I must take a business trip to Tokyo, which cannot be postponed. I sincerely apologize for all the inconveniences, as well as for my short notice. I assure you that I wrote to you as soon as I learned about this change of plans.

I hope for your understanding and am looking forward to our meeting, which we could reschedule for the week of 20th, once I am back. For example, we could set the date of our appointment to Wednesday, 22nd. I kindly ask you to send me confirmation that you have received my email and suggest a new date for our meeting that will suit you.

Thank you once again for your consideration.

**[Name]**