**APPOINTMENT CANCELLATION LETTER**

**[Date]  
  
[Name]**

**[Address]**

**[zip code]**

**[Phone]**

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

I want to inform you that your meeting appointment has been canceled for tomorrow because our CEO may not be available due to some urgent traveling. You will be informed about the new meeting schedule in the following email according to time and date availability. I hope you understand the critical situation. I am thanking you in advance.

Sincerely yours,

**[Signature]  
[Name]**

**[Address]**

**[Phone]**