**APPOINTMENT CANCELLATION LETTER**

**[Date]  
  
[Name]**

**[Address]**

**[zip code]**

**[Phone]**

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

Last week, I called you to arrange my meeting with the visa counselor at RMT Enterprise. You set the appointment for **[Date]** at 11 AM PST.

Unfortunately, I will not be able to attend the meeting due to the sudden death of a very close relative of mine. I am in my village and won’t be back until next week. I am sorry to inform you this you on such short notice. Also, I request you to please shift the appointment to some other day. I will surely be back by **[Date]**, and as you know, deadlines for applications are near, so kindly set an appointment as early as possible. I will be looking forward to your response.

Best Regards.

**[Your name]**