**APPOINTMENT CANCELLATION LETTER**

**[Date]**

 **[Name]**

**[Address]**

**[zip code]**

**[Phone]**

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

**Sub**: Cancel Appointment

Dear Madam/Sir,

Last week, I called you to arrange my meeting with the visa counsellor at **[Company name]**. You set the appointment on **[Date]** at **[Time].**

Unfortunately, I will not be able to make it to the meeting due to a sudden death of a very close relative of mine. **[Show your actual causes and situation]**. I am at my village and won’t be back until next week. I am sorry to inform you this to you on such a short notice. Also, I request you to please shift the appointment on some other day. I will surely be back by **[Date]** and as you know that 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]**