Sender’s Name  
Sender’s Address  
Sender’s Phone number  
  
\_\_/\_\_/\_\_\_\_  
  
Receiver’s Name  
Receiver’s Address  
Receiver’s Phone Number  
  
Dear \_\_\_\_\_\_\_\_\_,  
  
This letter is written to inform you that the interview appointment that was scheduled

with \_\_\_\_\_\_\_ on \_\_-\_\_-\_\_\_\_ in \_\_\_\_\_\_ at \_ \_\_ has been cancelled as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In order to schedule a new appointment please contact me on the mentioned phone number on

your earliest.  
  
Any inconvenience is highly regretted.  
  
Sincerely  
  
Signatures  
  
Name