**INTERVIEW APPOINTMENT LETTER OF CANCELLATION**

**[Date]**

**[Name]**

**[Address]**

Dear **[name],**

I am **[name]** writing this letter to you to inform you that I will not be able to attend the meeting that is arranged on **[date]**. I am on a bed rest as I have gone through a hernia operation last week.

I ensure that the meeting will be going on in proper way in my absence. I will train the concerned person in very good manner and you can contact me any time in case of any issues arise. I really feel very bad as I have missed a very good opportunity.

Yours Sincerely,

**[Name]**