**APPOINTMENT CANCELLATION LETTER**

**[Date/month/year]**

**[Name of recipient]**

**[street address]**

**Subject:** Request to reschedule: Product marketing meeting

Hi there, unfortunately I have a scheduling conflict this afternoon that coincides with our scheduled product marketing meeting. I have availability later this week and would be happy to reschedule at a time that works for you. I have attached a link to my calendar so you can see what times I have open.

I apologize for the last-minute change and look forward to reconnecting at the end of the week.

Thank you for your consideration,

Sarah Brown

Product Marketing Manager

**[email]**

**[phone number]**