**DOCTOR APPOINTMENT LETTER**

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| Date: December 15, 20XX  Lisa Scott Finance Executive Apple Software Limited 13476 Washington Boulevard, Marina Del Rey, CA,  United States **(310)** 821-4967  Dear Lisa, I am sorry to cancel my appointment on December 20, at 10.30 am slated at your corporate office as I am going out of station for personal reasons. I understand this meeting was of great importance for future projects of both the companies. I will reschedule the appointment once I am back in town. My secretary will contact your office and fix up a new appointment.   My mother is suffering from cardiac problems for quite a long time. The doctor has advised her to undergo an urgent heart surgery in Texas. The surgery is scheduled tomorrow. I am moving to Texas today evening to be with her during surgery and post-surgery. I am taking a ten-day break from all my official commitments. I will be in the town after December 26. I will fix all my meetings and appointments after my arrival.   I decided to go to Texas this very morning, so I'm writing this letter to inform you. I hope this will not disturb your schedule. Sorry for inconvenience. I look forward to meet you in person for the appointment which I will reschedule and my office will let you know the time, date and venue in advance.    Yours truly,  Christopher Smith |