**APPOINTMENT CANCELLATION LETTER**

**[Date]

[Name]**

**[Address]**

**[zip code]**

**[Phone]**

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

This will confirm my telephone call advising your secretary that unexpected work responsibilities necessitate my traveling abroad for three weeks. I must therefore ask you to postpone my tax audit that was scheduled for July 2. I will contact your office when I return and will then reschedule our appointment.

My bookkeeper has reviewed all my documentation to be sure it is complete, and I anticipate no further delays. If you need to get in touch with me, please leave a message on my home answering machine and I will return your call as soon as possible.

Thank you,

 **[Signature]
[Name]**