**APPOINTMENT CANCELLATION LETTER**

**[Date]

[Name]**

**[Address]**

**[zip code]**

**[Phone]**

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

I am sorry that I must cancel my appointment to see the Governor at noon on December 21. My mother has been hospitalized for heart surgery and it is important that I be with her at this time. I anticipate that I will be in Boston for the next three months.

Before I return home, I will contact your office to reschedule my appointment. Please send the information I requested to my home address. My mail will be forwarded to me in Boston.

Thank you,

**[Signature]**

**[Name]**