**APPOINTMENT CANCELLATION LETTER**

**[Date]

[Name]**

**[Address]**

**[zip code]**

**[Phone]**

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

I regret that I will be unable to keep our 10:30 a.m. appointment next Friday, March 6. Our front office has just announced a new policy canceling all employee travel for the next six months. Until this restriction is lifted, I will have to conduct all our business by telephone, fax, or e-mail. While I will miss our personal work sessions, please be assured that I will continue to service your account as effectively as I have in the past.

Thank you,

**[Signature]**

**[Name]**