

Appointment Cancellation Notice

Dear [Recipient's Name],

We regret to inform you that your scheduled telecom service appointment on [Date] at [Time] has been cancelled due to [Reason for Cancellation].

We apologize for any inconvenience this may cause and would be happy to assist you in rescheduling your appointment at your earliest convenience.

Please feel free to contact us at [Contact Information] or visit our website at [Website URL] to reschedule.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]