

# Cancellation of Financial Planning Appointment

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip] [Email Address] [Phone Number]

[Recipient Name] [Company Name] [Company Address] [City, State, Zip]

Dear [Recipient Name],

I am writing to inform you that I must cancel my financial planning appointment scheduled for [Insert Date & Time]. Due to [brief reason for cancellation, e.g., unforeseen circumstances, scheduling conflict], I will not be able to attend.

I apologize for any inconvenience this may cause and hope to reschedule at a later date. Please let me know your availability for a future appointment.

Thank you for your understanding.

Sincerely,

[Your Name]