

Cancellation of Factory Visit

Date: [Insert Date]

To: [Factory Name]

Address: [Factory Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that we must cancel our scheduled visit to your factory on [Insert Date of Visit].

Due to [reason for cancellation], we will not be able to attend as planned. We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

We would still like to maintain a positive relationship and look forward to the possibility of rescheduling our visit at a later date. Please let us know of your available dates, and we will do our best to accommodate.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]