

# Tax Audit Appointment Cancellation

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Agency Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally cancel my scheduled tax audit appointment on [original appointment date] at [time]. Due to [reason for cancellation], I will be unable to attend the meeting.

I apologize for any inconvenience this may cause and I would like to request a rescheduling of the appointment at your earliest convenience. Please let me know available dates and times so we can arrange a suitable alternative.

Thank you for your understanding.

Sincerely,

[Your Name]