

Cancellation of Real Estate Showing

Date: [Insert Date]

To: [Real Estate Agent's Name]

[Real Estate Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Real Estate Agent's Name],

I am writing to inform you that I must cancel the real estate showing scheduled for [Date of Showing] at [Property Address].

Due to [provide a brief reason if desired], I will not be able to attend.

Please let me know if we can reschedule for a later date or if there are other properties you would recommend in the meantime.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]