

Cancellation of Technical Consultation Appointment

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally cancel my scheduled technical consultation appointment originally set for [Date] at [Time]. Unfortunately, due to [reason for cancellation], I will not be able to attend.

I apologize for any inconvenience this may cause and appreciate your understanding. If possible, I would like to reschedule our appointment for a later date. Please let me know your availability.

Thank you for your attention to this matter.

Sincerely,

[Your Name]