

Cancellation of Tax Interview Appointment

Date: [Insert Date]

To: [Tax Interviewer's Name]

[Tax Office Address]

Dear [Tax Interviewer's Name],

I am writing to formally cancel my tax interview appointment scheduled for [Insert Appointment Date and Time]. Unfortunately, due to [reason for cancellation], I will not be able to attend.

Please let me know if I can reschedule this appointment for a later date. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]