**Sample Apology Letter for Cancellation of Business Meeting**

From

R.K. Sharma

Manager,

Advent Medicines Ltd.

Mumbai

Date: 21.05.2018

To,

Vinod Khatri

The Manager

Hindustan Marketing Pvt. Ltd.

Mumbai

Sub: Cancellation of Business Meeting

Dear Mr. Khatri,

I am writing this letter to inform you that I will have to cancel the meeting scheduled for Monday, 25st May, 2018 at 12 p.m.

I had to cancel this appointment because of an emergency situation at our Delhi branch office which requires me to immediately fly there and take charge of the situation. I was looking forward for this meeting and would be extremely honoured if you could give me a mutually agreeable date and time so that we can reschedule the meeting and take things forward. Please let me know if we can reschedule the meeting on 30th May, 2018 at 12 p.m. and if not then please suggest the best time from your end.

Please accept my apologies for cancelling our meeting and also for the inconvenience cause to you. I will be waiting for your response and will look forward to meet you soon.

Thanking in anticipation.

Sincerely,

R.K. Sharma

Manager,

Advent Medicines Ltd.