Letter to Cancel an Appointment to Gather More Information

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am required to inform you that I want to cancel the appointment which was to be held on [mention the date and time]. The reason for which I thought to cancel the appointment was that I was unable to gather the appropriate amount of information for the discussion which we had to make in the meeting. I need [two more weeks] in order to be able to discuss on the matter. I am working with some more people to get the job done quickly and will contact you as soon as I will gather all the information about the matter. Wish you best of luck.

[Your Name]

[Senders Title] -Optional-