Letter to Cancel Meeting for Housekeeping

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I just came to know that a meeting with our housekeeping head has been arranged by our account executives this Saturday. Since we are already having an agreement with one company to manage our housekeeping operation, I must say that there must be some mistake. We have signed a contract with that company for one year. We will look at your proposal. Sorry for the inconvenience.

[Your Name]

[Senders Title] -Optional-