

Letter Announcing Availability by Appointment Only

[Company name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

Please note that because of tough schedules and number of diverse commitments, I will not be available onwards for any meeting or call without an appointment. You are requested to please contact my secretary [enter name] for appointments if you are willing to meet regarding any business matters. I hope you understand that while running a huge business, that too with a number of responsibilities, one cannot be available at any time. I have to schedule things so that mismanagements could be avoided.

Accept my apologies for not entertaining any clients without a prior appointment.

For appointments contact at 00000000

[Company Name]

[Senders Title] -Optional-