

Letter to Cancel Appointment for Seminar

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am really feeling very sorry to inform you that I would not be able to attend the seminar. I have taken a new job and I would not be available at the time of seminar since there is a clash between the seminar and my job timings. I know there are few people who will play the best role of me. Miss Katherine or Mr Joe can be a very good replacement. I sincerely apologize for the cancellation. I hope that I will there in seminar next year.

[Your Name]

[Senders Title] -Optional-