**Subject:** Appointment cancellation letter

Dear Mr. Davidson,

I am writing this letter on behalf of the HR team of Dreams Enterprises Limited. This is in reference to the interview invitation letter that was sent to you on 1st January 2014, regarding the interview confirmation for financial executive applicants. As was mentioned in the letter that your interview was to be held on 10th January 2014 with Mr. Derek Walt, we are sorry to inform you that the scheduled interview has been cancelled.

We regret the inconvenience caused to you. Mr. Derek Walt is travelling oversees for some urgent work from 8th to 12th of January, 2014 and thus we have to cancel the scheduled interview. We are in the process of rescheduling a convenient time for an interview and we will let you know the details shortly. We understand and appreciate your interest in our company and we assure you that the interview would take place within two weeks from now.

We apologize for the inconvenience caused due to the interview cancellation. We will get back to you through a phone call or an email.

Thanking you.

Sincerely,