Sender’s Name
Sender’s Address
Sender’s Phone number

\_\_/\_\_/\_\_\_\_

Receiver’s Name
Receiver’s Address
Receiver’s Phone Number

Dear \_\_\_\_\_\_\_\_\_,

This letter is written to inform you that the interview appointment that was scheduled

 with \_\_\_\_\_\_\_ on \_\_-\_\_-\_\_\_\_ in \_\_\_\_\_\_ at \_ \_\_ has been cancelled as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 In order to schedule a new appointment please contact me on the mentioned phone number on

your earliest.

Any inconvenience is highly regretted.

Sincerely

Signatures

Name