**Apology Letter for the Cancellation of Meeting**

**December 4, 2020**

**356 Rachel Carson Road Santa Cruz, CA 95064**

**HENRY SMITH**

**CA Technologies**

**West Dodge Business Center**

**702 North 129th Street, Suite #129 and 131, Omaha, NE USA 68154**

**Dear Mr. Smith;**

My warm greetings!

With deep regret I am writing to inform you about the cancellation of meeting which was arranged today December 6, 2017 at 9:00 AM. Within this meeting the partnership and some business projects were to be discussed but unfortunately I am unable to preside this very important meeting.

I have undergone a surgery of the knee which requires me to take rest for two weeks. I understand that the main responsibility of the project was given to me and this meeting is highly important.

Inasmuch as I wanted to hold the said meeting but health comes first and my family also wants me to take rest. I assure you that we will reschedule this meeting by the end of this month. Proper notice will be given in due time.

My sincerest apology for the cancellation of this meeting

Thank you.

**Sincerely,**

**GERRY KING**

**Manager, Kin’s Association.**