**Example 3. Canceling an appointment at an official institution**

Dear Mr. [ ],

I am sorry, but I have to cancel our appointment regarding my Retirement Plan scheduled at 8:30 AM on Monday, 13th November. My youngest daughter has been hospitalized with some complications, and I have to be at the hospital.

Unfortunately, I cannot suggest a new time slot right now because I do not know what we are dealing with. I will contact you as soon as I know the details. If you need any information from me, please do not hesitate to write to me at this email address.

I thank you for your understanding and apologize for any inconveniences this may have caused you.

Best regards,