

[Print on

insert Address]

<<Contact Name>>  
<<Trading/Company Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

Please accept my apologies for my absence on <<Date and Time>>.

Unfortunately, <<Reason>>.

I do appreciate that you have a very busy schedule and hope that we can rearrange at the earliest opportunity for you/your secretary to arrange a suitable date.

I would very much like to explain/discuss <<Proposal - new range of products etc.>> and am sure it will be of great interest.

Yours sincerely,

<<Name>>  
<<Title>>

S

A

M

P

L

E