To: Mr XYZ

Date: ------------------

RE: Failing to meet commitment

Dear (name of the client),

This letter is being written in response to your message in which you have requested to meet you. You have been asked several times by our company to visit our office during (9:00 am to 5:00 pm) upon your request that you sent via letter. You also showed a willingness to meet with us and gave us a date on which we can expect you to come over. However, on that day, you did not show up and you dishonor the commitment.

We have appointments with many other clients, and we put off some of them because we committed to meeting with you. This behavior of yours has caused us so much inconvenience.

We are hereby writing this letter to tell you that we are not available for a meeting on any date from now onwards. If you want to discuss something really important to us, you can talk to us over the phone. Furthermore, we would like to request you to please fulfill your commitments.

You can contact us on (mention the number) for discussing the matter with us in detail. Feel free to contact us.

Regards,

Your name  
Your designation in the company  
Your signatures