

Subject: Meeting Cancellation Notice

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that we need to cancel our scheduled meeting on [date] at [time]. Unfortunately, due to [reason for cancellation], we are unable to meet as planned.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. We value our relationship and would like to reschedule our meeting at a time that is convenient for you. Please let us know your availability for the following week.

Thank you for your understanding, and we look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]