

Meeting Cancellation Announcement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Cancellation of Meeting Scheduled on [Original Meeting Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the meeting originally scheduled for [insert original date and time] has been cancelled due to [reason for cancellation].

I apologize for any inconvenience this may cause. We will reach out shortly to reschedule at a more convenient time.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]