

Subject: Cancellation of Our Meeting

Hi [Recipient's Name],

I hope this message finds you well. I wanted to let you know that, unfortunately, I need to cancel our meeting scheduled for [Date and Time]. Something unexpected came up, and I won't be able to make it.

I apologize for any inconvenience this may cause. Let's reschedule for another time that works for you. Please let me know your availability.

Thank you for your understanding!

Best,

[Your Name]