

Meeting Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, we must cancel the meeting scheduled for [Date] at [Time].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. We will reach out soon to reschedule at a more convenient time.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]