

Subject: Meeting Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for cancellation], I will need to cancel our scheduled meeting on [date and time].

I apologize for any inconvenience this may cause and appreciate your understanding. I would be happy to reschedule the meeting at a later date that is convenient for you.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]