

Team Meeting Cancellation Notification

Dear Team,

I hope this message finds you well. I am writing to inform you that our scheduled team meeting on **[Date]** at **[Time]** has been cancelled due to **[Reason]**.

We apologize for any inconvenience this may cause and appreciate your understanding. Please feel free to reach out if you have any urgent matters to discuss.

We will notify you of the new meeting date and time as soon as possible.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]