

Subject: Apology for Short Notice Meeting Cancellation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the cancellation of our scheduled meeting on [Date] at [Time]. Unfortunately, due to [brief explanation of the reason, e.g., a sudden personal emergency or unforeseen circumstances], I am unable to attend.

I understand that this short notice may cause inconvenience, and I truly appreciate your understanding in this matter. I value our discussions and am committed to rescheduling at a time that works for you.

Once again, I am sorry for any disruption this may have caused, and I look forward to connecting soon.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]