

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere apologies for having to cancel our scheduled meeting on [original date and time]. Unfortunately, [brief reason for cancellation].

I value our discussions and would appreciate the opportunity to reschedule our meeting at your convenience. Could we consider [propose two or three alternative dates and times]? I believe this meeting is important for [reason for meeting], and I would like to ensure we can connect.

Thank you for your understanding in this matter. I look forward to your reply.

Warm regards,
[Your Name]
[Your Job Title]