

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling conflict that has occurred regarding our planned meeting on [original date and time]. Unfortunately, due to [brief explanation of the conflict], I am unable to attend.

I value our collaboration and would like to propose rescheduling our meeting to a more convenient time. I am available on [provide two or three alternative dates and times], and I hope one of these options will work for you.

Thank you for your understanding, and I apologize for any inconvenience this may have caused. I look forward to our conversation and appreciate your flexibility.

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]