

Dear [Recipient's Name],

I hope this message finds you well. I am writing to notify you of a scheduling conflict that has arisen regarding our upcoming meeting originally planned for [date and time]. Unfortunately, I will be unable to attend due to [brief reason for conflict].

I apologize for any inconvenience this may cause and would greatly appreciate your understanding. If possible, I would like to suggest rescheduling our meeting to a later date. I am available on [provide two or three alternative dates/times]. Please let me know if any of these options work for you.

Thank you for your understanding. I look forward to our discussion.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]