

Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Cancellation of Scheduled Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the meeting scheduled for [Original Date and Time] regarding [Meeting Topic] has been cancelled due to [reason for cancellation].

We apologize for any inconvenience this may cause and appreciate your understanding. If you would like to reschedule, please let me know your available times.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]