

# **Subject: Unable to Attend Meeting**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I will be unable to attend the meeting scheduled for [Date and Time] due to a prior commitment.

I apologize for any inconvenience this may cause and appreciate your understanding. If possible, I would be grateful if we could reschedule the meeting to a later date that works for both of us.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]