

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 [reason for unavailability].

I apologize for any inconvenience this may cause and appreciate your understanding. If possible, I would be grateful if we could reschedule the meeting for a later date. I am available on [provide alternative dates/times].

Thank you for your consideration.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]