

# Meeting Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the meeting scheduled for [Date] at [Time] regarding [Subject/Agenda of Meeting] has been cancelled due to [Reason for Cancellation].

We apologize for any inconvenience this may cause and appreciate your understanding. If necessary, we will be in touch to reschedule the meeting at a later date.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Embassy Name]  
[Contact Information]