

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for having to cancel our scheduled meeting on [date and time]. Due to unforeseen circumstances, I am unable to attend.

I value the opportunity to discuss [briefly mention the topic of discussion], and I regret any inconvenience this cancellation may cause you. I would greatly appreciate the chance to reschedule at a time that is convenient for you.

Thank you for your understanding, and I look forward to connecting soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]