

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Abrupt Meeting Retraction

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, I must retract our scheduled meeting originally set for [Insert Date and Time].

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if we can reschedule at a later date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]