

Subject: Cancellation of Our Upcoming Meeting

Hi [Recipient's Name],

I hope this message finds you well. I wanted to let you know that, unfortunately, I need to cancel our informal meeting scheduled for [Date and Time]. Due to [reason for cancellation], I won't be able to make it.

I apologize for any inconvenience this may cause. Let's reschedule for another time that works for both of us. Please let me know your availability in the coming weeks.

Thank you for your understanding!

Best regards,

[Your Name]

[Your Contact Information]