

# Meeting Cancellation Notification

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] has been cancelled due to [reason for cancellation].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. I will follow up with you shortly to reschedule.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]