

# Urgent Meeting Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to [reason for cancellation], the meeting scheduled for [date and time] has been cancelled.

We understand that this may cause inconvenience, and we apologize for any disruption this may cause to your schedule. We will follow up soon to reschedule the meeting at a more appropriate time.

Thank you for your understanding.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]