

Subject: Scheduling Conflict

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will not be able to attend our scheduled meeting on [Date] at [Time] due to a prior commitment that I cannot reschedule.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding. I value our collaboration, and I would be grateful if we could find an alternative time to meet. Please let me know your availability for the following week, and I will do my best to accommodate.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]