

Dear [Recipient's Name],

I hope this message finds you well. I am writing to sincerely apologize for the scheduling conflict that has arisen regarding our upcoming meeting on [date]. Unfortunately, due to [brief explanation of the reason], I will be unable to attend.

I understand the importance of our meeting and regret any inconvenience this may cause you and the team. I value our collaboration and am keen to reschedule at a time that suits you best.

Please let me know your availability; I am more than willing to accommodate your schedule. Thank you for your understanding.

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