

Cancellation of Business Development Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel our scheduled business development meeting on [Date] at [Time].

Due to [reason for cancellation], I will not be able to attend. I apologize for any inconvenience this may cause and appreciate your understanding.

Please let me know if we can reschedule for a later date. I look forward to our discussion and hope to connect soon.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]