

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, I must unfortunately cancel our [event/meeting/appointment] scheduled for [date and time].

This decision was not made lightly, and I truly regret any inconvenience this may cause you. Please know that my thoughts are with you during this time.

I appreciate your understanding and support. I hope to reschedule our [event/meeting/appointment] at a later date that works for both of us.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Contact Information]