

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere regret for having to cancel our scheduled meeting on [Date] at [Time]. Unfortunately, due to [brief reason for cancellation], I will not be able to attend.

I understand the importance of our meeting and I truly value the time and effort that you have put into preparing for it. I apologize for any inconvenience this may cause and hope to reschedule our discussion at a later date that is convenient for you.

Thank you for your understanding, and I look forward to connecting soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]