

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, I need to withdraw from our plans scheduled for [date or event].

I sincerely apologize for any inconvenience this may cause and truly value our relationship. I appreciate your understanding and support during this time.

Thank you for your kindness, and I hope we can reschedule our plans for a later date.

Best regards,
[Your Name]