

Cancellation of Conflict Resolution Meeting

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[University Department]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally cancel the conflict resolution meeting scheduled for [Insert Date and Time] regarding [Brief Description of the Conflict].

Due to [Reason for Cancellation], I am unable to attend the meeting as planned. I apologize for any inconvenience this may cause and appreciate your understanding.

If possible, I would like to reschedule our meeting to a later date. Please let me know your availability for the upcoming weeks.

Thank you for your flexibility and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program/Department]