

Subject: Meeting Cancellation - [Meeting Subject]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that our scheduled meeting on [Original Date and Time] regarding [Meeting Topic] has been canceled to accommodate remote attendance.

In light of this, we will be rescheduling the meeting to a later date when remote participation can be ensured. I apologize for any inconvenience this may cause and appreciate your understanding as we prioritize everyone's ability to attend.

Please let me know your availability for rescheduling, and I will do my best to accommodate everyone's schedules.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]