

Meeting Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that our scheduled meeting on [Original Date] has been cancelled due to [Reason for Cancellation].

However, I would like to suggest rescheduling our meeting to one of the following alternative dates:

- [Alternative Date 1]
- [Alternative Date 2]
- [Alternative Date 3]

Please let me know which date works best for you, or feel free to suggest another time that may be more convenient.

Thank you for your understanding.

Best regards,
[Your Name]
[Your Job Title]
[Your Company]