

Meeting Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, we must cancel our scheduled meeting on [Date] at [Time].

Due to [brief reason for cancellation], I am unable to proceed with our discussion as planned. I sincerely apologize for any inconvenience this may cause and appreciate your understanding.

I would be happy to reschedule our meeting at a more convenient time. Please let me know your availability, and I will do my best to accommodate.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]