

Subject: Meeting Cancellation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel our scheduled meeting on [Date] at [Time] due to personal issues that require my immediate attention.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. I would be happy to reschedule at a later date that works for you. Please let me know your availability.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]