

Meeting Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to an unforeseen scheduling conflict, I must unfortunately cancel our meeting originally scheduled for [Date] at [Time].

I sincerely apologize for any inconvenience this may cause and hope to reschedule at a more convenient time. Please let me know your availability for the upcoming weeks so we can find a suitable alternative.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]