

# 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 [Date] at [Time] has been cancelled due to the need to prioritize urgent matters that have arisen.

I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if we can reschedule our meeting for a later date or if there are important topics you would like to discuss urgently through email or a call.

Thank you for your flexibility.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]