

Meeting Cancellation Notice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, we must cancel our meeting scheduled for [Date and Time].

I apologize for any inconvenience this may cause and appreciate your understanding. We will reschedule the meeting at a later date that is convenient for everyone involved.

Please let me know your availability for the rescheduled meeting.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]