

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an adjustment to my travel plans due to the recent cancellation of my flight originally scheduled for [original flight date and time].

Unfortunately, [Airline Name] has canceled my flight to [Destination]. As a result, I will need to reschedule my travel plans. I had planned to arrive on [original arrival date], and I am now looking into alternative travel options.

I am currently exploring available flights and will provide you with updated travel details as soon as possible. I aim to minimize any disruption and will keep you informed of any changes to my arrival time.

Thank you for your understanding and support in this matter. Should you have any inquiries or need further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Contact Information]