

# Cancellation of Lease Signing Meeting

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I must unfortunately cancel our scheduled lease signing meeting on [insert date and time]. Due to [insert reason], I will be unable to attend.

I apologize for any inconvenience this may cause and would like to propose rescheduling our meeting to a later date. Please let me know your availability for the following days: [insert proposed dates/times].

Thank you for your understanding. I look forward to your reply.

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]