

Heartfelt Apology Meeting Cancellation

Dear [Recipient Name],

I am truly sorry to inform you that I am unable to attend our scheduled meeting on [Date] due to a timing conflict. I was looking forward to our discussion and regret any inconvenience this may cause.

Please let me know if we can arrange another date that works for you. I greatly value your time and hope to meet soon.

Warm regards,

[Your Name]

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