Provisional Meeting Cancellation Notice

Dear [Recipient Name],

I am reaching out to inform you that I may not be able to attend our meeting scheduled for [Date] at [Time] due to a potential conflict. I will confirm as soon as possible and propose alternate timings if needed.

Thank you for your patience and understanding.

Best,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/cancel-meeting-due-to-conflict