

Email to Cancel Meeting Due to Illness

Subject: Meeting Cancellation Due to Illness

Dear [Meeting Participants],

I hope this email finds you well. I am writing to inform you that, unfortunately, I am unable to proceed with the scheduled meeting on [Meeting Date and Time] due to an unforeseen illness. I deeply regret any inconvenience this may cause and would like to request your understanding in this matter.

Given the circumstances, I believe it is in the best interest of all parties to cancel the meeting rather than conducting it in my current condition. I sincerely apologize for any disruption this may cause to our plans and project timelines.

To ensure that we address the matters that were meant to be discussed during the meeting, I will be working closely with [Colleague/Team Member's Name] to provide them with the necessary information and materials. If possible, I kindly request that we reschedule the meeting to a suitable date and time after I have recovered. I will keep you all informed about my health status and availability to proceed with the meeting.

In the meantime, if any urgent matters arise that require immediate attention, please don't hesitate to reach out to me via email or phone.

Once again, I apologize for any inconvenience caused and appreciate your understanding in this situation. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title/Position]

[Your Email Address]

[Your Phone Number]