

Professional last-minute cancellation due to illness

Subject: Unable to Attend Today's Meeting - Illness

Dear [Name/Team],

I regret to inform you that I am unable to attend our scheduled meeting today at [time] due to sudden illness. I understand the inconvenience this may cause and sincerely apologize for the short notice.

I would like to reschedule our meeting at your earliest convenience. Please let me know what dates and times work best for you, and I will accommodate accordingly.

If there are any urgent matters that need immediate attention, please feel free to contact me via email, and I will respond as soon as I am able.

Thank you for your understanding.

Best regards,

[Your Name]

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