

Formal cancellation with medical backing

Subject: Meeting Cancellation Due to Medical Leave

Dear [Name/Title],

I am writing to formally notify you that I must cancel our scheduled meeting on [date] at [time] due to a medical condition that requires immediate attention and recovery time.

My physician has advised complete rest for [time period], and I have attached a medical certificate for your records. I anticipate being able to resume normal activities by [expected return date].

I propose rescheduling our meeting to [suggested date range]. Please let me know if these dates are suitable, or suggest alternative times that work better with your schedule.

I will monitor my email periodically and will respond to urgent matters as my health permits.

Thank you for your patience and understanding during this time.

Sincerely,

[Your Name]

[Your Title]

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