## **Brief same-day illness cancellation**

Subject: Can't Make Meeting Today - Sick
Hi [Name],
I'm sorry but I'm too unwell to attend our meeting today at [time].
Can we reschedule for later this week? I'm available [day/time options].

Thanks,

[Your Name]

## Get more templates here:

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