

Formal board meeting cancellation

Subject: Official Notification - Unable to Attend Board Meeting Due to Medical Reasons

Dear Board Members,

I hereby formally notify the board that I will be unable to attend the scheduled board meeting on [date] at [time] due to medical reasons requiring immediate attention.

As per our bylaws, I am providing this notification in writing. I have reviewed the agenda and will submit my written comments on key agenda items to the board secretary by [date].

I respectfully request that any motions requiring my specific input be tabled until the next meeting when I can participate fully.

I anticipate being available for the next scheduled board meeting on [date].

Respectfully submitted,

[Your Name]

[Your Title]

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