

Warning of possible future cancellation

Subject: Possible Meeting Postponement - Health Concerns

Dear [Name],

I wanted to reach out regarding our upcoming meeting scheduled for [date] at [time]. I am currently experiencing some health issues that may require medical attention.

While I am hopeful to recover in time for our meeting, I wanted to give you advance notice that there is a possibility I may need to reschedule.

I will keep you updated on my condition and confirm our meeting status by [date - 24-48 hours before meeting].

If postponement becomes necessary, I am available the following week on [alternative dates].

Thank you for your flexibility.

Best regards,

[Your Name]

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