Friendly and informal tone

Subject: Change of Plans – Meeting Cancelled

Hey [Recipient's Name],

Sorry about this, but I won't be able to make it to our meeting on [Date]. Something came up and I need to cancel. Let's plan for another time that works for both of us.

Thanks for understanding!

Cheers,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/meeting-cancellation-letter