

Lighthearted cancellation note

Subject: Meeting Cancelled (But Coffee Still Sounds Good)

Hi [Recipient's Name],

I hate to be the bearer of bad news, but our meeting on [Date] is cancelled. Life decided to throw me a plot twist, and I can't make it.

But hey, let's make up for it soon – maybe with coffee and fewer PowerPoint slides! I'll check in with you for another time.

Best,

[Your Name]

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