

Tentative cancellation with possible reschedule

Subject: Possible Meeting Cancellation

Dear [Recipient's Name],

I am writing to inform you that our scheduled meeting on [Date] may need to be cancelled due to [Reason]. While this is not yet final, I wanted to provide early notice so that you can adjust accordingly.

I will confirm the cancellation or continuation as soon as possible. In case of cancellation, I will propose new dates to reschedule.

Thank you for your understanding.

Best regards,

[Your Name]

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