

Professional Meeting Cancellation

Subject: Meeting Cancellation " [Date/Time]

Dear [Recipient Name],

I regret to inform you that I will be unavailable for our scheduled meeting on [Date] at [Time]. Due to unforeseen circumstances, I must cancel this meeting.

I sincerely apologize for any inconvenience caused and hope we can reschedule at a mutually convenient time. Please let me know your availability for a new meeting date.

Thank you for your understanding.

Best regards,

[Your Name]

[Designation]

[Organization Name]

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