## **Casual Cancellation Email**

Subject: Unable to Attend Meeting

Hi [Recipient Name],

I wanted to let you know that I won't be able to attend our meeting scheduled for [Date/Time] due to [Reason, e.g., prior commitment]. I apologize for any inconvenience.

Could we please find another time that works for both of us?

Thanks,

[Your Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/meeting-cancelled-due-to-unavailability