

Formal Apology Cancellation

Subject: Apologies â€” Meeting Cancellation

Dear [Recipient Name],

I am writing to formally inform you that I will be unable to attend the meeting scheduled for [Date] at [Time] due to [Reason, e.g., urgent work commitment].

I apologize for any inconvenience this may cause and appreciate your understanding. Kindly advise a suitable date to reschedule the meeting.

Thank you.

Sincerely,

[Your Name]

[Designation]

[Organization Name]

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