

Quick Cancellation Message

Subject: Meeting Cancelled

Dear [Recipient Name],

I will not be able to attend the meeting on [Date/Time]. Apologies for the inconvenience.

Please suggest a new time that works for you.

Regards,

[Your Name]

Get more templates here:

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