## **Heartfelt Cancellation**

Subject: Regretfully Cancelling Meeting

Dear [Recipient Name],

I am very sorry to inform you that I must cancel our scheduled meeting on [Date] due to unavoidable circumstances. I was looking forward to our discussion.

I hope we can arrange another meeting soon and I truly appreciate your understanding.

Warm regards,

[Your Name]

## **Get more templates here:**

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