

Provisional Cancellation

Subject: Meeting Tentatively Cancelled

Dear [Recipient Name],

Due to potential unavailability on [Date], I am provisionally cancelling our upcoming meeting. I will confirm once I have clarity on my schedule.

Thank you for your patience and understanding.

Best,

[Your Name]

Get more templates here:

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