

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that our scheduled meeting on [original date and time] regarding [meeting topic] has been canceled due to [reason for cancellation].

I apologize for any inconvenience this may cause and appreciate your understanding. I would be happy to reschedule our meeting for a later date. Please let me know your availability for the upcoming weeks, and we can arrange a convenient time.

Thank you for your flexibility.

Best regards,

[Your Name]
[Your Position]
[Your Company]