

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a scheduling conflict that has arisen regarding [specific meeting, event, or deadline] scheduled for [date and time].

Unfortunately, due to [brief explanation of the conflict, e.g., a prior commitment or unexpected circumstances], I will be unable to attend. I deeply regret any inconvenience this may cause and would like to ensure that my absence does not impact our ongoing projects.

I am available to [suggest alternate arrangements, e.g., reschedule the meeting, provide input via email, etc.], and I would appreciate any flexibility you might offer regarding this matter.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]