

Subject: Regretfully Unable to Attend Meeting

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I will not be able to attend the meeting scheduled for [Date and Time] regarding [Meeting Topic].

I appreciate the invitation and understand the importance of the discussions that will take place. If possible, I would appreciate any notes or updates after the meeting, as I want to stay informed.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]