

[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 that, unfortunately, I will be unable to attend the meeting scheduled for [date and time] regarding [specific subject or agenda].

Due to [brief explanation of your reason, e.g., a prior commitment, unexpected circumstances], I regret that I will not be able to participate. I understand the importance of this meeting and assure you that I will review the minutes and follow up on any necessary actions afterward.

If possible, I would appreciate any updates or important discussions that take place during the meeting. Please let me know if there are any alternative arrangements that can be made for me to contribute to the discussions.

Thank you for your understanding. I look forward to reconnecting soon.

Sincerely,

[Your Name]
[Your Job Title]