

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I will be unable to attend the [specific meeting name] scheduled for [date and time].

Unfortunately, [brief explanation of the reason, e.g., a prior commitment, a scheduling conflict, etc.]. I apologize for any inconvenience my absence may cause.

I would appreciate any updates or materials shared during the meeting, and I am happy to discuss any key points afterward at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position] (if applicable)