

[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 inform you that, unfortunately, I will be unavailable to attend the meeting scheduled for [date and time] due to [brief reason for unavailability, if appropriate]. I apologize for any inconvenience this may cause and would be grateful if we could reschedule at a later date. Please let me know of your available times, and I will do my best to accommodate.

Thank you for your understanding.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]