

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position, if applicable]  
[Company/Organization Name]  
[Address]

Dear [Recipient's Name],

I am writing to sincerely apologize for the cancellation of our meeting originally scheduled for [Insert Date and Time]. Unfortunately, due to unforeseen travel issues, I am unable to be present as planned.

I understand that this sudden change may be inconvenient, and I deeply regret any disruption this may cause to your schedule. My travel arrangements encountered unexpected [briefly describe issue: flight delays/cancellations, weather complications, or other relevant reason], making it impossible for me to arrive on time.

I value the opportunity to meet and discuss [briefly mention meeting purpose, e.g., our ongoing partnership, project updates, etc.], and I am committed to rescheduling at your earliest convenience. Please let me know a new date and time that works for you, or if a virtual meeting would be a suitable alternative in the interim.

Thank you for your understanding and patience regarding this matter. I greatly appreciate your flexibility and look forward to our conversation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company, if applicable]  
[Contact Information]