

## Apology Letter Sample for Cancelled Meeting Due to Illness

[Your Name]

[Your Position]

[Your Company/Organization]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

Dear [Recipient's Name],

I am writing to sincerely apologize for having to cancel our scheduled meeting on [original meeting date] due to an unforeseen illness. I value the opportunity to discuss [mention purpose of meeting, e.g., our ongoing project, new collaboration, etc.], and I regret any inconvenience this sudden change may have caused you.

I fully understand the importance of your time and the effort involved in arranging our meeting. Please accept my earnest apologies for this disruption to your schedule. As soon as I am well enough, I would appreciate the chance to reschedule our meeting at a time that is most convenient for you.

Thank you for your understanding and support. Please let me know your availability for rescheduling, or feel free to suggest an alternative time that works with your commitments.

Once again, I apologize for any inconvenience caused and appreciate your flexibility and patience.

Sincerely,

[Your Name]