

Date: [Insert Date]

[Client's Name]

[Client's Title/Position]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

I am writing to sincerely apologize for the cancellation of our scheduled business meeting on [original meeting date]. Unfortunately, due to unforeseen circumstances, I am unable to attend as planned.

I understand the inconvenience this may cause and truly appreciate your flexibility and understanding. Maintaining open and effective communication is very important to us, and it is never our intention to disrupt your schedule or business priorities.

I am committed to rescheduling our meeting at your earliest convenience and would be grateful if you could suggest a few alternative dates and times that work for you. Please let me know your availability, and I will do my best to accommodate.

Once again, I apologize for any inconvenience this cancellation may have caused. Thank you for your understanding and continued partnership. I look forward to our meeting and the opportunity to discuss how we can best move forward together.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]