Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I regret to inform you that we will not be able to hold our meeting tomorrow. My uncle passed away this morning and I have to attend his funeral and interment tomorrow.

I am deeply apologetic to you for the inconvenience. I will get back to you the day after tomorrow to reschedule our meeting.

I shall be grateful for your understanding and cooperation.

Sincerely,

Your Name

Enclosure