**Example1. Canceling a staff meeting by a boss**

Dear Team,

I am writing to inform you that due to an unforeseen and emergent situation, I have no choice but to cancel our staff meeting scheduled tomorrow at 11 AM regarding our Roadmap.

Please accept my sincere apologies for such short notice and any inconvenience this may have caused.  I know how important it is for you to work out a plan for the next quarter.

I will write to you by the end of the week and suggest a new appointment date.

Kind regards,