Date   
Name of Addressee and designation   
Address

Dear Mr./Ms. [X]

I am writing this letter that I will not be available for the meeting scheduled on [DATE]. The reason for the absence is that my sister is getting married and hence, I have to make arrangements. I have applied for the annual leaves already, but the process will take two more days to complete. The leaves, however, have been approved by my supervisor and department head but will reach administration by tomorrow.

If needed, I can be contacted on my cell number. I have briefed Mr./Ms. [X] on updates of the project that are to be shared in the coming meeting on my behalf.

Please let me know if you need any further information or want me to share any details with respect to the scheduled meeting.

If you decide to reschedule the meeting, kindly notify me. Thank you for your consideration.

Sincerely,