

Dear Mr. Perkins,

I am writing in response to the email I received from you on the 21st May 2021. I am sorry I will be unable to attend our meeting on the same day. The only solution to this is to arrange a meeting on another day. It would be possible to meet on the 1st of June 2021?

Do not hesitate to contact me if you get the chance. I would be extremely grateful if you could reply to my email as soon as possible.

I look forward to hearing from you soon.

Yours sincerely,

Laura Adams

due to, afraid, unable, whenever, response, grateful, received, solution, sincerely, arrange, would, hesitate, arranged, forward