To: [Manager@gmail.com](mailto:Manager@gmail.com)

CC:

Subject: Inconvenience to attend the call.

Dear john,

I hope your week is going well. I would like to bring to your notice that today I will have power outage in my area from 2-5pm. So that I will not be able to attend the client call at 4pm.

Hence I request you sir to accept my apologize for this inconvenience and assign this call to other person in our team.

Thanks and Regards,

Satya.