

# Cancellation of Public Speaking Engagement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I must cancel my upcoming speaking engagement scheduled for [insert date of engagement] due to [briefly explain reason, e.g., unforeseen circumstances].

I greatly appreciate the opportunity to speak at [event name] and sincerely apologize for any inconvenience this may cause. Please let me know if there are alternative arrangements I can assist with, or if there is any way I can contribute to the event in the future.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]