

# Cancellation Notice

Dear [Recipient's Name],

We regret to inform you that the scheduled gathering on [Date] at [Time] has been cancelled due to [Reason for Cancellation].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]