

# Cancellation Notice for Focus Group Event

Date: **[Insert Date]**

Dear [Participant's Name],

We regret to inform you that the focus group event scheduled for **[Insert Date and Time]** has been cancelled due to **[Insert Reason]**.

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

If you have any questions or require further information, please do not hesitate to contact us at **[Insert Contact Information]**.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]