

# Project Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Cancellation of [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen budget constraints, we have made the difficult decision to cancel the [Project Name]. This decision was not taken lightly, and we understand the impact it may have on our objectives and team members.

We truly appreciate the effort and time that you and your team have dedicated to this project. Your hard work has not gone unnoticed, and we are grateful for the progress made thus far.

Please feel free to reach out should you have any questions or wish to discuss this matter further. We hope to collaborate on future projects once our financial situation improves.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]