

Notice of Cancellation

Date: [Date]

Dear [Recipient's Name],

We hope this message finds you well. We regret to inform you that the upcoming charity bake sale scheduled for [original date] has been canceled due to [reason for cancellation].

We apologize for any inconvenience this may cause and appreciate your understanding and support. We are exploring options to reschedule this event in the future and will keep you updated.

Thank you for your continued support of our cause.

Best regards,

[Your Name]

[Your Position]

[Charity Name]

[Contact Information]