

Notification of Ceasing Plans for Charity Dinner

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you that after careful consideration, we have decided to cease the plans for the charity dinner originally scheduled for [Original Date].

This decision was not made lightly, and it is due to [brief explanation of the reason, e.g., unforeseen circumstances, financial constraints]. We deeply regret any inconvenience this may cause and are committed to finding alternative ways to support our mission.

We appreciate your understanding and support during this time. If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]