

Notification of Cancellation for Charity Auction

Dear [Recipient's Name],

We hope this message finds you well. We regret to inform you that the [Name of Charity Auction], scheduled for [Date] at [Venue], has been cancelled due to [reason for cancellation].

We understand how disappointing this news is and appreciate your support and enthusiasm for our cause.

If you have already purchased tickets or made donations, we will be issuing refunds in the coming days. Please allow a few business days for processing.

Thank you for your understanding, and we hope to see you at our future events.

Sincerely,
[Your Name]
[Your Title]
[Organization Name]
[Contact Information]