

Cancellation of Book Tour Event

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my upcoming book tour event scheduled for [insert date] at [insert location].

Due to [insert reason for cancellation, e.g., unforeseen circumstances, scheduling conflicts, etc.], I am unable to proceed with the event as planned. I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If possible, I would love to reschedule the event for a later date. Please let me know your availability for future arrangements.

Thank you for your support and understanding. I look forward to connecting with you soon.

Sincerely,

[Your Name]

[Your Contact Information]