

# Class Cancellation Notice

Date: [Insert Date]

Dear [Class Name/Students],

We regret to inform you that the class scheduled for [Insert Date and Time] has been cancelled due to the instructor's absence.

We apologize for any inconvenience this may cause and appreciate your understanding. We will notify you of any rescheduled dates as soon as possible.

If you have any questions or concerns, please feel free to reach out.

Thank you.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]