

# Class Cancellation Notice

Dear [Class Name] Students,

We regret to inform you that due to scheduling conflicts, the class scheduled for [Date] at [Time] will be canceled.

We apologize for any inconvenience this may cause and appreciate your understanding. We are currently working to reschedule the class and will inform you of the new date and time as soon as possible.

If you have any questions or concerns, please feel free to reach out to us at [Contact Information].

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Position]  
[School/Organization Name]