

Library Study Room Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that your reservation for the study room at [Library Name] scheduled for [Date and Time] has been cancelled due to [reason for cancellation].

We apologize for any inconvenience this may cause and would like to offer you the option to reschedule your study room reservation. Please feel free to contact us at [Contact Information] to arrange a new date and time or for any further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Library Contact Information]