

Cancellation of Guest Speaker Appearance

Date: [Insert Date]

Dear [Speaker's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, we must cancel your scheduled guest speaker appearance at [Library Name] on [Scheduled Date].

This decision was not made lightly, and due to [brief reason for cancellation, e.g., unforeseen circumstances, scheduling conflicts], we are unable to proceed with the event as planned.

We greatly appreciate your willingness to share your expertise with our community and hope to have the opportunity to work with you in the future. If you are available, we would be delighted to reschedule your appearance at a later date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Contact Information]