

Cancellation of Library Study Skills Workshop

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my participation in the upcoming Library Study Skills Workshop scheduled for [insert date and time].

Due to [insert reason for cancellation, e.g., a scheduling conflict, personal reasons], I will be unable to attend. I apologize for any inconvenience this may cause and appreciate your understanding.

If possible, I would like to inquire about any future workshops that I could attend or resources that might be available online.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]