

# Cancellation Notice

Date: [Insert Date]

Recipient: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that the Garden Design Workshop scheduled for [Insert Date of Workshop] has been cancelled due to [insert reason for cancellation, e.g., unforeseen circumstances, low enrollment, etc.].

We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may have caused to your plans.

If you have already made any payments, please rest assured that a full refund will be processed within [insert timeframe].

We appreciate your understanding, and we hope to see you at our future workshops. Please feel free to reach out with any questions or concerns.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]