

Training Program Cancellation Notice

Date: [Insert Date]

Dear [Participant's Name],

We regret to inform you that the [Training Program Name] scheduled for [Original Date] has been cancelled due to [reason for cancellation].

We understand the importance of this training and apologize for any inconvenience this may cause. Please know that we are actively working to reschedule this program and will notify you of any updates.

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

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