

# Notice of Cancelled Gathering

Dear [Recipient's Name],

We regret to inform you that the gathering scheduled for [Date] at [Time] has been cancelled due to [reason for cancellation].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or need further information, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]