

Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that we must cancel [specific event, service, or agreement]. This decision has not been made lightly and is due to [brief reason for cancellation].

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

If you have any questions or require further clarification, please feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]
[Contact Information]