

Notice of Event Cancellation

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that the [Event Name] scheduled for [Original Date] at [Location] has been cancelled due to [Reason for Cancellation].

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

If you have already made any arrangements, we recommend contacting your service providers for further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]