

Acting Class Cancellation Notice

Date: [Insert Date]

Dear [Instructor's Name/ Class Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen work obligations, I am unable to attend our acting class on [Insert Date of Class].

I sincerely apologize for the short notice and any inconvenience this may cause. I value the time spent in class and will ensure to catch up on anything I miss during this session.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]