

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you with a heavy heart that, due to unforeseen circumstances, we must cancel the upcoming yoga retreat scheduled for [original date].

We sincerely apologize for any inconvenience this may cause you. It was our utmost intention to provide a rejuvenating and transformative experience for all participants, but circumstances beyond our control have compelled us to take this difficult decision.

We understand how much you were looking forward to this retreat, and we genuinely regret any disappointment this may cause. We are committed to ensuring that your investment is protected, and as such, we will be offering full refunds to all participants.

We truly appreciate your understanding and patience during this challenging time. Please feel free to reach out with any questions or concerns you may have.

Thank you for your understanding, and we hope to welcome you to future retreats.

Warm regards,
[Your Name]
[Your Position]
[Your Organization]