

Cancellation Notice

Dear [Recipient's Name],

We regret to inform you that the upcoming wellness event scheduled for [original date] has been cancelled due to [reason for cancellation].

We understand that many of you were looking forward to this event, and we sincerely apologize for any inconvenience this may cause.

If you have already registered, please expect a full refund of your registration fee within the next [timeframe].

We appreciate your understanding and support. If you have any questions or concerns, please feel free to reach out to us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]