

Chamber of Commerce

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that the upcoming event titled "[Event Name]" scheduled for [Date] has been canceled due to [reason for cancellation].

We understand that this may come as disappointing news, and we sincerely apologize for any inconvenience this may cause. Please rest assured that we are working hard to reschedule this event and will keep you informed of any updates.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

Chamber of Commerce

[Contact Information]