

Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

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

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

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[School Name]