

Letter of Intent to Cancel Conference

Date: [Insert Date]

To: [Organizer's Name]

[Organizer's Title]

[Organization's Name]

[Organization's Address]

Dear [Organizer's Name],

I hope this message finds you well. I am writing to formally inform you of our intent to cancel our participation in the upcoming [Name of Conference] scheduled for [Date of Conference] at [Location].

Due to [reason for cancellation, e.g. unforeseen circumstances, scheduling conflicts], we find ourselves unable to attend. We have greatly anticipated this event and are disappointed to miss the opportunity to engage with fellow participants and speakers.

Please confirm the cancellation of our registration, and do not hesitate to reach out if you require further information from our side.

Thank you for your understanding. We hope to participate in future events organized by your esteemed organization.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]