

Notice of Cancelled Conference

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Cancellation of [Conference Name]

Dear [Recipient's Name],

We regret to inform you that the [Conference Name] scheduled for [Date(s)] at [Location] has been cancelled due to [reason for cancellation, e.g., unforeseen circumstances, low registration numbers, etc.].

We understand that this may cause inconvenience and we apologize for any disruption this may create in your plans.

For further information, please do not hesitate to reach out to us at [Contact Information]. We appreciate your understanding and support.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]