

Notification of Conference Cancellation

Dear [Recipient's Name],

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

We understand the inconvenience this may cause and appreciate your understanding in this matter.

If you have any questions, please feel free to contact us at [Contact Information].

Thank you for your support and we hope to see you at future events.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]