

Notice of Gathering Cancellation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, due to unforeseen circumstances, we must cancel the gathering scheduled for [Date] at [Location].

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

We appreciate your understanding and support during this time. Should we decide to reschedule the gathering, we will reach out with updates.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]