

Cancellation of Product Demo

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, we need to cancel the product demonstration scheduled for [Insert Date and Time].

Due to [brief reason for cancellation, e.g., unforeseen circumstances, scheduling conflicts], we are unable to proceed with the demo as planned.

We apologize for any inconvenience this may cause and hope to reschedule the demonstration at a later date. Please let us know your availability in the coming weeks, and we will do our best to accommodate your schedule.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]