

Cancellation Notice for Guided Facility Tour

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Company/Organization Name]
[Insert Address]
[Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

I am writing to formally notify you that we must cancel the guided facility tour scheduled for [Insert Date of Tour] at [Insert Time]. Unfortunately, due to [briefly explain reason, e.g., unforeseen circumstances or scheduling conflicts], we are unable to proceed with the tour as planned.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. If possible, we would be happy to reschedule the tour for a later date. Please let us know your available times, and we will do our best to accommodate you.

Thank you for your understanding, and we look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Contact Information]