

Cancellation Notice for Professional Development Workshop

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally notify you that we must cancel the upcoming professional development workshop scheduled for [Insert Workshop Date] due to [reason for cancellation, e.g., unforeseen circumstances, low enrollment, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. We value your commitment to professional development and hope to provide you with future opportunities.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]