

Flight Cancellation Notice

Dear [Passenger Name],

We regret to inform you that your flight [Flight Number] scheduled on [Date] from [Departure City] to [Arrival City] has been cancelled due to [Reason for Cancellation].

We understand the inconvenience this may cause and are committed to assisting you. You may rebook your flight for a later date or receive a full refund. Please contact our customer service at [Customer Service Phone Number] or visit our website [Website URL] for further assistance.

We sincerely apologize for the disruption in your travel plans and appreciate your understanding.

Thank you for choosing [Airline Name].

Sincerely,
[Your Name]
[Your Position]
[Airline Name]