

[Your Aquatic Center's Name]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We regret to inform you that the [Class Name] scheduled for [Date and Time] at [Aquatic Center's Name] has been canceled due to [reason for cancellation, e.g., unforeseen circumstances, instructor availability, maintenance issues, etc.].

We understand the inconvenience this may cause and appreciate your understanding. We are committed to providing quality services and will be rescheduling the class for a later date. Please stay tuned for updates regarding the new schedule.

If you have any questions or need further assistance, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Aquatic Center's Name]