

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have to cancel the BBQ party that was scheduled for [original date and time] at [location].

Unfortunately, due to [reason for cancellation - e.g., unforeseen circumstances, bad weather, scheduling conflict], I am unable to host the gathering as planned. I genuinely apologize for any inconvenience this may cause and appreciate your understanding.

I was looking forward to spending time together and hope we can reschedule for another date. Please let me know your availability, and we can plan something soon.

Thank you for your understanding.

Warm regards,

[Your Name]