

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

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

Dear [Recipient Name],

I am writing to formally cancel the scheduled event titled "[Event Name]," which was set to take place on [Event Date] at [Event Location]. Due to [brief reason for cancellation, if appropriate], we have decided that it is in the best interest of all parties involved to cancel the event.

We apologize for any inconvenience this may cause and appreciate your understanding.

If there are any outstanding matters or if you require further assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title/Organization, if applicable]