

[Your Company/Organization Letterhead]

[Date]

[Attendee Name]

[Attendee Address]

[City, State, Zip Code]

Dear [Attendee Name],

We regret to inform you that the [Event Name] scheduled for [Event Date] at [Event Location] has been cancelled due to [reason for cancellation].

We understand that this news may be disappointing, and we sincerely apologize for any inconvenience this may cause. We appreciate your interest and support for our event.

For any inquiries or further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Phone Number]

[Email Address]