

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[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 let you know that, unfortunately, we have to cancel the [event name] scheduled for [date]. This decision wasn't easy, but due to [brief reason for cancellation, e.g., unforeseen circumstances], we believe it is the best choice for everyone involved.

I truly appreciate all the effort you put into planning this event and I feel disappointed that we won't be able to gather together as we had hoped.

I look forward to finding another opportunity to connect in the future. Thank you for your understanding, and I hope to see you soon!

Warm regards,

[Your Name]  
[Your Contact Information]