

[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 letter finds you well. I am writing to inform you with a heavy heart that, due to [reason for cancellation], I must cancel [event name or occasion] that was scheduled for [date].

This decision was not made lightly, and it saddens me to know that I will miss out on sharing this special moment with you and everyone else. I was truly looking forward to [something specific that was anticipated about the event], and I am deeply disappointed that circumstances have led us here.

I appreciate your understanding and support during this time. I am hopeful that we can find a way to celebrate together in the future when the time is right. Please know that you are very important to me, and I truly value our relationship.

Thank you for your understanding. I look forward to staying in touch and hopefully reconnecting soon.

Warm regards,

[Your Name]