

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[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 the [Event Name], scheduled for [Event Date] at [Event Location], has unfortunately been cancelled due to [reason for cancellation].

We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may bring to your plans.

If you have any questions or require further assistance, please do not hesitate to contact me at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]