

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Event Cancellation

We regret to inform you that due to [reason for cancellation], the [Event Name] scheduled for [date] at [location] has been canceled.

We understand that this news may be disappointing, and we sincerely apologize for any inconvenience this may cause.

If you have already purchased tickets or made reservations, please contact us at [contact information] for information regarding refunds.

Thank you for your understanding. We hope to see you at our future events.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]