

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 inform you that, unfortunately, we must cancel the [Event Name] scheduled for [Date] due to [brief reason for cancellation, if appropriate]. We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

We regret any disruption this decision may cause, and we are exploring options to reschedule the event in the future.

Thank you for your support and understanding.

Warm regards,

[Your Name]
[Your Position/Organization, if applicable]