

[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 [Event Name], originally scheduled for [Date] at [Location], has been canceled due to [reason for cancellation].

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]