

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Cancellation of [Event Name]

We regret to inform you that the [Event Name], originally scheduled for [Event Date] at [Event Location], will be cancelled due to [brief reason for cancellation, e.g., unforeseen circumstances, low attendance].

We understand the inconvenience this may cause and appreciate your understanding. If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]