

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of the [Event Name], originally scheduled for [Date] at [Location].

Due to [reason for cancellation, e.g., unforeseen circumstances, changes in plans, etc.], we regrettably must cancel the event. We understand the effort and resources that have been invested in planning this gathering and appreciate your support.

Please confirm the cancellation and let us know if there are any further steps we need to take to finalize this process.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]