

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Cancellation of Guest Lecture

I hope this message finds you well. We are writing to inform you that, unfortunately, the guest lecture titled "[Lecture Title]" scheduled for [Date] at [Time] has to be canceled due to [brief reason for cancellation, e.g., unforeseen circumstances, scheduling conflicts, etc.].

We understand that this may cause inconvenience, and we sincerely apologize for any disruption this may bring to your plans. We highly value your insight and would be keen to reschedule the lecture for a later date if you are available.

Please let us know your availability, and we will do our best to accommodate your schedule. Thank you for your understanding, and we look forward to your continued collaboration.

Warm regards,

[Your Name]

[Your Title]

[Your Department]

[Your Institution]

[Your Contact Information]