

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inform you that, unfortunately, we must cancel the scheduled workshop titled "[Workshop Title]" originally set for [Date] at [Location].

This decision was not made lightly, and it is due to [brief explanation of reason for cancellation, e.g., unforeseen circumstances, low enrollment, etc.]. We understand the inconvenience this may cause and sincerely apologize for any disruption this may bring to your plans.

We appreciate your understanding and support in this matter. If you have any questions or would like to discuss this further, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Best regards,

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