Casual email for social gathering cancellation

Subject: Sorry – [Event Name] Cancelled

Hi [Recipient Name],

Unfortunately, we have to cancel [Event Name] that was planned for [Date]. We know this may be disappointing and apologize for any trouble this causes.

We hope to reschedule soon and will keep you updated. Thanks for understanding!

Best,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/apology-letter-for-cancellation-of-event