

Formal letter for official/governmental event cancellation

Subject: Notice of Cancellation “ [Event Name]

Dear [Recipient Name],

We wish to formally inform you that [Event Name] scheduled for [Date] has been cancelled due to [reason, e.g., unforeseen regulatory constraints]. We apologize for any inconvenience caused by this change.

We appreciate your understanding and hope to coordinate future events in a timely manner. For any inquiries, please contact [Contact Information].

Sincerely,

[Your Name]

[Official Title / Department]

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