

Short and direct digital message

Subject: Cancellation of [Online Event Name]

Hello [Recipient Name],

We regret to announce that [Online Event Name] on [Date] has been cancelled. We apologize for any inconvenience this may cause.

Further updates will be shared via email. Thank you for your understanding.

Best,

[Your Name]

Get more templates here:

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