

Professional letter targeting attendees of a training session

Subject: Cancellation Notice “ [Training Session Name]

Dear [Participant Name],

We regret to inform you that the [Training Session Name] scheduled for [Date] has been cancelled due to unavoidable circumstances. We apologize for any inconvenience caused.

We will provide information on alternative training sessions shortly. Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Organization Name]

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