

Casual Cancellation Email

Subject: Update: [Program Name] Cancelled

Hi [Recipient Name],

We wanted to let you know that [Program Name] scheduled for [Date] has been cancelled due to [Reason].

Weâ€™re sorry for the inconvenience and will keep you posted on any rescheduled dates.

Thanks,

[Your Name]

[Organization Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/cancellation-of-program-letter>