

Urgent Cancellation Email

Subject: Immediate Cancellation of [Program Name]

Dear [Recipient Name],

Due to unforeseen circumstances, [Program Name] scheduled on [Date] has been cancelled effective immediately.

Please refrain from attending and await further instructions regarding rescheduling. We apologize for any disruption this may cause.

Regards,

[Your Name]

[Organization Name]

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