

Internal Cancellation Memo

Subject: Cancellation Notice “ [Program Name]

Team,

Please be advised that [Program Name] scheduled for [Date] has been cancelled due to [Reason].

Ensure all participants are notified and update relevant calendars. Further instructions will follow if rescheduling is possible.

[Your Name]

[Designation]

Get more templates here:

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