

Class Cancellation Letter

Dear [Recipient],

I regret to inform you that our class scheduled for [Date] at [Time] has been canceled due to [reason for cancellation]. We apologize for any inconvenience this may have caused.

We understand the importance of this class to our students, and we assure you that we will do our best to reschedule it as soon as possible. In the meantime, we will keep you updated on any developments.

If you have any questions or concerns, please do not hesitate to contact us at [contact information].

We appreciate your understanding and hope to see you in our future classes.

Sincerely,

[Your Name]