

Formal announcement of class cancellation

Subject: Class Cancellation Notice

Dear Students,

This is to formally notify you that the class scheduled for [Course Name] on [Date] at [Time] will be cancelled due to [Reason, e.g., unavoidable circumstances]. We regret any inconvenience this may cause and assure you that the session will be rescheduled at the earliest possible date.

Please check your emails and the course notice board for updates regarding the new schedule.

Thank you for your understanding and cooperation.

Sincerely,

[Instructor's Name]

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