

Short cancellation message for immediate notice

Subject: Class Cancelled " [Course Name]

Hi Everyone,

Just a quick note to let you know that today's class for [Course Name] at [Time] is cancelled.

We'll arrange a make-up session soon.

Thanks for your understanding!

Best,

[Instructor's Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/class-cancellation-letter>