

Casual tone cancellation notice

Subject: No Class Today!

Hello Everyone,

Unfortunately, today's [Course Name] class scheduled for [Time] won't be happening.

Something came up, and I'll need to cancel. Don't worry—we'll make up for it with an extra engaging session next time.

Enjoy the unexpected free time!

Cheers,

[Instructor's Name]

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