

Tentative cancellation pending confirmation

Subject: Tentative Class Cancellation â€“ [Course Name]

Dear Students,

Please be advised that the [Course Name] class scheduled for [Date] at [Time] may be cancelled due to [Reason]. This notice is provisional, and we will confirm the final decision within the next [Timeframe].

Kindly keep an eye on your emails for confirmation.

Regards,

[Instructorâ€™s Name]

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