

Lighthearted cancellation announcement

Subject: Good News – Surprise Free Time!

Hi Team,

You™ll be happy to hear that today™s [Course Name] class at [Time] is officially cancelled.

Think of it as me giving you the gift of extra free time to nap, read, or binge-watch your favorite series.

Don™t worry—we™ll catch up on the material next time. Enjoy the break!

Best,

[Instructor™s Name]

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