

Professional Conference Cancellation Email

Subject: Important Update: [Conference Name] Cancellation

Dear [Attendee Name],

We regret to inform you that [Conference Name], scheduled for [Date] at [Venue], has been cancelled due to unforeseen circumstances. This decision was not made lightly and comes after careful consideration of all available options.

The cancellation is due to [specific reason - health concerns, venue issues, insufficient registrations, etc.]. We understand the inconvenience this may cause and sincerely apologize for any travel arrangements or schedule adjustments you may have already made.

All registration fees will be fully refunded within 7-10 business days. You will receive a separate email confirmation once the refund has been processed. If you have any questions regarding your refund, please contact our finance team at [email/phone].

We are exploring the possibility of rescheduling this event for [timeframe] and will keep you informed of any developments. Your registration will automatically transfer to the new date unless you request otherwise.

Thank you for your understanding and continued support.

Sincerely,

[Name]

[Title]

[Organization]

[Contact Information]

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