

Urgent Conference Cancellation Message

Subject: URGENT: [Conference Name] Cancelled - Immediate Action Required

Dear Conference Participants,

We must immediately cancel [Conference Name] scheduled for tomorrow, [Date], due to [emergency situation - severe weather, security threat, facility emergency, etc.].

Your safety is our top priority, and this cancellation is necessary to ensure everyone's wellbeing.

Please do not travel to the venue.

Immediate next steps:

- All attendees will receive full refunds within 48 hours
- Hotel reservations: Contact [hotel contact] for cancellation assistance
- Flight changes: We will provide documentation for airline change policies
- Emergency contact: [phone number] available 24/7

We will communicate rescheduling information within the next 72 hours via email and our website.

We deeply apologize for this last-minute disruption.

Emergency Response Team

[Organization Name]

[Emergency Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/conference-cancellation-letter>