

Insufficient Attendance Cancellation Email

Subject: [Conference Name] Cancellation Due to Registration Numbers

Dear Registered Participants,

After careful consideration, we have made the difficult decision to cancel [Conference Name] scheduled for [Date]. Unfortunately, we did not receive sufficient registrations to make the conference financially viable and deliver the high-quality experience you deserve.

We require a minimum of [number] attendees to cover speaker fees, venue costs, and provide the networking opportunities that make our conferences valuable. With current registration at [number], we cannot meet these standards.

This decision ensures we maintain our commitment to excellence rather than delivering a compromised experience. All registered attendees will receive:

- Complete refund of registration fees within 7 business days
- First priority registration for our next conference
- Exclusive access to presentation materials that were prepared
- Invitation to a virtual networking session with scheduled speakers

We sincerely appreciate your interest and support. We look forward to welcoming you to our next event.

Warm regards,

[Name]

[Conference Director]

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