

Health Emergency Conference Cancellation

Subject: [Conference Name] Cancelled - Health and Safety Priority

Dear Conference Community,

In light of current health advisories and our commitment to participant safety, we are cancelling [Conference Name] scheduled for [Date]. This decision aligns with [health authority] recommendations and our responsibility to protect all attendees, speakers, and staff.

Health considerations include:

- Current outbreak status in our region
- Venue capacity restrictions
- Travel limitations affecting international speakers
- Uncertainty regarding future health developments

Virtual alternative: We are rapidly developing a virtual conference experience for [dates] featuring most of our planned content. Registered attendees will automatically receive access at no additional charge.

Financial arrangements:

- Option 1: Full refund if you prefer not to attend virtually
- Option 2: Transfer registration to virtual format
- Option 3: Credit toward future in-person conference

Please respond by [date] with your preference.

Stay safe and healthy,

[Name]

[Health and Safety Committee]

Get more templates here:

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