

Course Cancellation Letter

Dear [Name],

I regret to inform you that we must cancel the [Name of Course] that was scheduled to begin on [Date]. Unfortunately, we did not receive the minimum number of registrants required to run the course.

We understand that this news is disappointing, and we sincerely apologize for any inconvenience this may have caused. We appreciate your interest and commitment to learning and hope that you will consider registering for one of our other courses in the future.

We will be processing full refunds for all registrants who have already paid for the course. Please allow [Number of Days] for the refund to be processed and reflected in your account.

Once again, we apologize for any inconvenience this may have caused, and we hope to see you in one of our future courses.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Name of Organization]