

Professional instructor course cancellation email

Subject: Course Cancellation Notice - [Course Name/Code]

Dear Students,

I regret to inform you that [Course Name] scheduled for [Time/Day] has been cancelled effective [Date]. This decision was not made lightly and stems from [reason: low enrollment, instructor unavailability, curriculum changes, etc.].

For students currently enrolled:

- Full refunds will be processed within 5-7 business days
- Alternative course options will be provided by the Academic Office
- Individual consultations are available upon request

I sincerely apologize for any inconvenience this may cause to your academic planning. The department is committed to ensuring minimal disruption to your studies.

Please contact the Academic Office at [contact details] for immediate assistance with course alternatives or refund processing.

Best regards,

[Instructor Name]

[Title/Department]

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