

Formal business event cancellation message

Subject: Important Notice - Event Cancellation Due to Severe Weather Conditions

Dear [Attendee Name/Team],

Due to the severe weather warning issued by the National Weather Service for [Date], we regret to inform you that [Event Name] scheduled for [Date] at [Time] has been cancelled for safety reasons. The decision was made in consultation with local authorities and venue management to ensure the safety and well-being of all participants, speakers, and staff members.

We are currently working on rescheduling the event and will notify you of the new date within the next 48-72 hours. All registered participants will automatically be transferred to the new date, and those unable to attend the rescheduled event will receive full refunds.

For immediate questions or concerns, please contact our event coordination team at [Contact Information].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

Best regards,

[Your Name]

[Title]

[Organization Name]

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