

## Formal event cancellation letter

Subject: Cancellation of [Event/Party Name]

Dear [Recipient Name],

I regret to inform you that the [Event/Party Name] scheduled for [Date] at [Venue] has been cancelled due to unforeseen circumstances. We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

We will provide updates regarding rescheduling or alternative arrangements as soon as possible.

Thank you for your support and cooperation.

Sincerely,

[Your Name]

[Your Title / Organization]

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