

## Cancellation with refund details

Subject: Cancellation of [Event Name] and Refund Process

Dear [Recipient Name],

We regret to announce the cancellation of [Event Name] scheduled for [Date]. For those who have purchased tickets, refunds will be processed automatically or can be requested via [instructions/link].

We apologize for the inconvenience and appreciate your understanding. Thank you for your support.

Sincerely,

[Your Name]

[Organization Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/event-or-party-cancellation-letter>