

External speaker unavailability notice

Subject: Guest Lecture Cancellation - [Speaker Name] Unable to Attend

Dear Students,

I'm disappointed to announce that our guest speaker, [Speaker Name], has had to cancel their appearance scheduled for [Date] due to unexpected travel complications.

Instead of cancelling class entirely, we will use this time for an extended Q&A session about [Recent Topic] and review material for the upcoming exam.

I'm working to reschedule [Speaker Name] for later in the semester. I'll keep you posted on new arrangements.

Please still attend class as scheduled - we'll make good use of our time together.

Looking forward to seeing you,

Professor [Name]

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