Urgent short-notice cancellation

Subject: URGENT - Class Cancelled Today

Hi Everyone,

Very sorry for the short notice, but I have to cancel today's 2pm lecture due to a sudden emergency.

Please check your email tonight for make-up plans and next steps.

Thanks for understanding.

Prof. [Name]

Get more templates here: https://www.lettersandtemplates.com/letters/lecture-cancellation-notice