

Corporate cancellation announcement

Subject: Cancellation of Scheduled Meeting

Dear Team,

This is to notify you that the meeting originally planned for [Date and Time] regarding [Meeting Topic] has been cancelled due to [Reason]. Please note that no replacement meeting has been scheduled at this time.

Further updates will be provided as necessary. Kindly adjust your calendars accordingly.

Thank you for your attention.

Regards,

[Company/Department Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/meeting-cancellation-letter>