

Formal Webinar Cancellation Email

Subject: Important Update – Webinar Cancellation

Dear [Recipient Name],

We regret to inform you that the scheduled webinar on [Topic] set for [Date] has been cancelled due to unforeseen circumstances.

We apologize for any inconvenience this may cause and appreciate your understanding.

We will notify you of any rescheduled dates or upcoming events soon.

Thank you for your continued interest in our webinars.

Sincerely,

[Your Name]

[Designation/Organization]

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