

Urgent Webinar Cancellation Message

Subject: Immediate Attention Required – Webinar Cancelled

Dear [Recipient Name],

Due to unexpected circumstances, the webinar on [Topic] scheduled for [Date] has been cancelled effective immediately.

Please disregard the previous invitation.

We sincerely apologize for the short notice and will provide alternative dates shortly.

Thank you,

[Your Name]

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