

# Professional Webinar Cancellation Email for Clients

Subject: Notice of Webinar Cancellation

Dear [Client Name],

We regret to inform you that the webinar titled [Topic] scheduled for [Date] has been cancelled.

This decision was necessary due to unforeseen logistical issues.

We apologize for any inconvenience and will provide information regarding alternative sessions shortly.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Designation/Organization]

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