

## Party Cancellation Letter

[Date]

[Your Name]

[Your Title]

[Your Address]

[City, State, Zip Code]

Subject: Party Cancellation

Dear All,

Dear [Name],

I regret to inform you that the [type of event] scheduled for [date] has been cancelled. We apologize for any inconvenience this may have caused. Please know that we made this decision with careful consideration and only after exhausting all other options.

We understand that many of you have already made plans and arranged your schedules around our event. For that, we are truly sorry. We hope you will understand our decision and we hope to see you at future events.

Sincerely,

Best Regards

Your Name