

Sincere and warm cancellation notice

Subject: Apologies for Cancelling Class

Dear Students,

It is with sincere regret that I must cancel our [Course Name] class scheduled for [Date]. I truly enjoy our time together, but due to [Reason], I am unable to meet you on this occasion.

Thank you for your patience and understanding. I promise to make the next class worthwhile and enriching.

Warm regards,

[Instructor's Name]

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