Class Cancellation Email

From,
Lyle Sutton
Ap #250-9843 Elementum St.
South Gate Missouri 68999
(736) 522-8584

21-09-2014

To,
Palmer Gaser
557-2026 Purus St.
Watertown TN 07367

Subject: (**********)

Subject: Cancellation of the Digital Marketing Class.

Dear Akash,

The Digital Marketing Class which was to be held on the 6th of May has been canceled. Mr Vikash Kumar, the founder of Digi Tech, who would have taken your classes, has left for the USA due to some urgent medical needs of his father. The classes would have been beneficial for you in your upcoming semester exams, but such events can't be compromised with.
You should continue with your regular classes as usual, and the department will keep you updated on the status of this Digital Marketing Class.

Thank You.

Regards,
(Signature)
Lyle Sutton

BEST
LETTER TEMPLATE