Event cancellation/postponement notice (template)

Email subject line: Cancellation/Postponement notification | Event name | Date  
Email preview text: We are sorry to notify you that the event has been cancelled/postponed

<<Insert banner graphic>>  
  
We regret to inform you that due to unforeseen circumstances/other **Event name** that was due to take place on Day Date Month Year at Time has been postponed/cancelled.

You will shortly receive a notification from our registration platform that your event registration has been cancelled.

**Cancellation:** We are deeply sorry for the inconvenience. If you would like to receive updates on other upcoming events at Imperial College London you can visit our website ([www.imperial.ac.uk/whats-on](http://www.imperial.ac.uk/whats-on) or other link) or sign up to our newsletter (Insert link).

**Postponement:** We are deeply sorry for the inconvenience. We are currently working on finalising a new date. Once confirmed, details will be added to our website [www.imperial.ac.uk/whats-on](http://www.imperial.ac.uk/whats-on) (or other link). If you would like to receive updates on this and other events at Imperial College London you can subscribe to our newsletter (insert link).

If you have any questions, feel free to get in touch with us via email at Organiser (insert email address).

Kind regards,

Organiser