

# Speaker Invitation Cancellation Letter

**[Your Name]**

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

**Subject: Subject of Letter -optional**

Dear (recipient's name),

It is a matter of regret to me that I have to inform you about the withdrawal of our invitation to you for speaking to our student body at the Annual event of St. Paul High School. Your speaking skills are exceptional undoubtedly but after knowing the concern of most of the student's parents that they don't want their children to expose to any controversial material, be it politics or some other field of subject. I am hereby tasked to inform you about the cancellation of the invitation our school sent you a couple of days ago. We are highly obliged that you agreed to take time out of your busy schedule to attend our event and I apologize for the inconvenience caused. I hope you understand the situation and I wish to look forward to arranging an official event with you as a key speaker in near future.

Thank you very much.

Yours Sincerely,

**[Your Name]**