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Dear [Attendee Name],

I'm sorry to inform you that we're canceling our annual conference on [Topic Name], which was scheduled to be held on [Date].

Our entire team here at [Company Name] has been eagerly awaiting and preparing for the conference for months now. We know that many of our subscribers who had registered, like you, were also looking forward to the event and a few had even made their travel plans accordingly.

However, given the torrential rain in [City Name] over the past few days and resulting infrastructural issues, it's become clear that it's no longer advisable for us to host the event there. The safety of our business community is of paramount importance to us, and so we've had to make the difficult decision to cancel the event at this time.

Of course we'd love to be able to host the conference at another venue later this year. But given the uncertainty around scheduling at the moment, for now we're issuing full refunds to everyone who purchased a ticket. You should see this amount reflect in your bank account within 3 business days.

We're very thankful for your support of our events, and hope to see you at the conference when it's rescheduled.

Please reach out to me in case you need any further clarifications.

Sincerely,

[Event Organizer's Name]

[Designation]