[NAME/GROUP],

As the University of Michigan continues to evaluate all current and upcoming events impacted by the COVID-19 pandemic, the [UNIT NAME] will, unfortunately, be canceling the [EVENT NAME].

While this was a difficult decision to make, it is not one we take lightly, as the health and safety of our community is our top priority.

Please visit our website [WEBSITE LINK] periodically for updates on future events, and we thank you for your support and understanding.

If you have any questions, please contact us at [PHONE/EMAIL]

Sincerely,  
[UNIT/PROGRAM/INDIVIDUAL NAME]