**Class Cancellation Communication Template**

**From Faculty to Students:**

Hello students,

I regret to inform you that due to unavoidable circumstances, [INSERT DATE] [INSERT COURSE CODE] class must be cancelled. I will be reaching out to you again with further information and instruction regarding the missed content as soon as possible; please continue to monitor your Brightspace communications and Niagara College email for updates.

Please reach out to me directly with any questions or concerns, and I will respond as soon as I am able.

With sincere thanks for your understanding,

[INSERT NAME]

**From Associate Dean’s Office to Students:**

Hello students,

We regret to inform you that due to unavoidable circumstances, [INSERT FACULTY NAME]’s [INSERT COURSE CODE] [INSERT DATE] class must be cancelled. [INSERT FACULTY NAME] will be reaching out to you with further information and instruction regarding the missed content as soon as possible; please continue to monitor your Brightspace communications and Niagara College email for updates.

Please reach out to your faculty member directly with any questions or concerns, and they will respond as soon as they are able.

With sincere thanks for your understanding,

[INSERT ASSOCIATE DEAN NAME]