

SUBJECT: Event Cancellation: EVENT TITLE/day, date

Hello,

In light of increasing concerns regarding the imminent spread of COVID-19 in the Washington, DC metropolitan area, George Mason University is taking a number of precautionary measures to limit exposure and minimize risk. In accordance with CDC and WHO recommendations to limit events and gatherings in order to reduce risk, we are cancelling **<Event Title>**, **day, date, venue**.

We regret any inconvenience and disappointment this may cause. The health and safety of our community is, and will always be, our top priority.

Please refer to [Mason coronavirus website](#) for updates and further communications regarding Mason's plans and procedures.

Thank you,

<signature>