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>