



VCU

Global Education Office

How to Professionally Cancel

Life happens - we overcommit - we face circumstances that are not in our control. Sometimes we need to not show up and take care of ourselves.

While we are taking care of ourselves, it is important to think about relationship maintenance which can determine which doors open or stay open for our futures. In order to keep your connections in a favorable place, the following guidelines are expected when you need to communicate that you will not be able to make your commitment to something that others are counting on you to attend.

A complete cancellation would be properly formatted and include:

1. *Formal title address (Dear Dr. Professor, First Name LAST NAME) (Dear Audrey Short or Dear Dr. Fatima Smith)*
2. *Apology + exact date/time to be missed*
3. **Reason**
4. *Acknowledgment of effect of absence on others*
5. *Specific step for future (If you are signed up for the future, specify that date and time that you are next coming and how you might use Google Calendar or another tool to help you remember your obligation if your oversight stemmed from scheduling issues.)*
6. *Repetitive apology*
7. *Formal salutation (e.g. Sincerely)*
8. *Full name (first and last)*

Please write the apology to the contact person of the event AND CC/ Audrey Short, Global Engagement Co-curricular Coordinator, GEO (aeshort@vcu.edu)

Thank you for understanding the rationale behind encouraging professionalism. If you sign up and write an unprofessional and/or incomplete cancellation, you may be hurting your relationships and opportunities for further connection.

Our hope for you is that you engage to your full potential as these connections can lead to many possibilities and expand your global learning.

Example written by a previous student

Dear [Title and Last Name of Partner]

I wanted to reach out to formally apologize because I realize now that my casual tone from my previous e-mails did not portray my true intentions. I am truly apologetic about causing any stress on your end and throwing off any plans you had made due to my lack of planning and responsibility. I hope I did not come across as disrespectful, because I appreciate all the work you and the other professors do to give us a chance to volunteer with the ELP.

As a cultural ambassador, I realize how important my commitment is and I need to treat this position as a job and communicate in a more professional manner.

Thank you for your patience, and I am sorry again about my lack of professionalism and responsibility. I have entered the 19th into my Google Calendar, and I hope to make a better impression next Friday. I will see you at 9 AM.

Have a great weekend.

Best,

[First and Last Name of Student]

