

# Important Notice: Festival Event Cancellation

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that due to [reason for cancellation, e.g., unforeseen circumstances], the [Festival Name] scheduled for [date] has been cancelled.

We understand how disappointing this news may be, and we sincerely apologize for any inconvenience this may cause. Our team is currently working on refunding all ticket purchases. Please allow [number of days] days for the refunds to reflect in your account.

We appreciate your understanding and support during this time, and we hope to see you at our future events. For any questions or further information, please contact us at [contact information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]