

Cancellation of Live Performance Concert

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that the scheduled performance/concert featuring [Artist/Band Name] on [Date of Concert] at [Venue Name] has been cancelled due to [reason for cancellation].

We understand that this news may be disappointing, and we sincerely apologize for any inconvenience this may cause. Your support has been invaluable to us, and we hope to have the opportunity to bring this performance back in the future.

For those who have purchased tickets, a full refund will be issued to your original method of payment. Please allow [insert time period] for processing.

If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Organization]

[Contact Information]