

# Cancellation Notice

Date: [Insert Date]

To: [Entertainment Provider's Name]

Address: [Entertainment Provider's Address]

Dear [Entertainment Provider's Name],

We regret to inform you that due to unforeseen circumstances, we must cancel the entertainment gig originally scheduled for [Event Date] at [Event Location]. This decision was not made lightly, and we apologize for any inconvenience this may cause.

We appreciate your understanding and cooperation in this matter. If you have any questions or if there is anything further we need to do regarding the cancellation, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]