

Notification of Temporary Event Permit Cancellation

Date: [Insert Date]

To: [Event Organizer's Name]

Address: [Organizer's Address]

Dear [Event Organizer's Name],

We regret to inform you that the temporary event permit for [Event Name] scheduled on [Event Date] has been cancelled due to [reason for cancellation].

We understand that this news may be disappointing, and we apologize for any inconvenience this may cause. Please be aware that our decision was made in accordance with [relevant regulations or guidelines].

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]

[Your Organization]