

**Dear [Recipient's Name],**

We hope this message finds you well. We are writing to inform you that the upcoming charity fun run scheduled for [Date] has been halted due to [reason, e.g., unforeseen circumstances, safety concerns, etc.].

Your support and enthusiasm for this event have been greatly appreciated, and we understand the disappointment this decision may cause. The health and safety of our participants and community are our top priorities.

We are currently exploring options to reschedule the event for a later date and will keep you updated as plans evolve. All registered participants will receive a full refund of their registration fees.

Thank you for your understanding and continued support. If you have any questions, please do not hesitate to reach out to us at [contact information].

Sincerely,  
[Your Name]  
[Your Position]  
[Organization Name]