

Cancellation Notice for Literary Festival

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that the [Name of Literary Festival] scheduled for [Date] has been cancelled due to [reason for cancellation].

We understand the disappointment this may cause, and we sincerely apologize for any inconvenience. Our team is already working on rescheduling, and we will keep you updated on any future events.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]