

Dear [Theater Director's Name],

I hope this message finds you well. I am writing to formally inform you that I must regretfully withdraw my participation in [Theater Production Name] scheduled for [Performance Dates].

Due to unforeseen scheduling conflicts, I will be unable to commit the time and effort required for the production. This decision was not made lightly, as I truly value the opportunity to be part of such an incredible team.

I appreciate your understanding and support in this matter. I wish you and the entire cast and crew the best of luck with the production, and I hope to participate in future projects.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]