

To Whom It May Concern,

I hope this message finds you well. I am writing to formally notify you that I must cancel my participation in the upcoming theater production scheduled for [insert dates]. Unfortunately, due to unforeseen travel issues, I will be unable to attend rehearsals and performances.

I sincerely apologize for any inconvenience this may cause and I appreciate your understanding of my situation. I have enjoyed being a part of this project and am disappointed to miss this opportunity.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]