

# **Cancellation of Theater Participation**

Date: [Insert Date]

Dear [Theater Director's Name],

I hope this message finds you well. I am writing to formally notify you that, due to personal reasons, I must unfortunately cancel my participation in [Name of the Play/Production] scheduled for [Dates of Participation].

This decision was not made lightly, and I deeply regret any inconvenience this may cause to you and the team. I have greatly enjoyed being a part of this production and appreciate all the hard work and dedication put in by everyone involved.

Thank you for your understanding. I wish the production great success and hope to participate in future projects.

Sincerely,

[Your Name]

[Your Contact Information]