

Notice of Participation Cancellation

Date: [Insert Date]

Dear [Participant's Name],

We regret to inform you that due to unforeseen circumstances, we have to cancel your participation in the upcoming production of [Production Name]. This decision was not made lightly, and we understand the impact this may have on your plans.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. We hope to have the opportunity to work with you in the future and will keep your contact information for any upcoming productions.

If you have any questions or concerns, please feel free to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Theater Name]
[Contact Information]