

Cancellation of Participation

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally inform you that I must cancel my participation in [Name of Theater Production/Event] scheduled for [Date of Event].

Regrettably, due to unforeseen financial constraints, I am unable to commit to this engagement. This decision was not made lightly, as I have been looking forward to contributing to this wonderful project.

I appreciate your understanding of my situation and hope to have the opportunity to work together in the future.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]