

# Cancellation of Guest Speaker Engagement

Date: [Insert Date]

To: [Guest Speaker's Name]

[Guest Speaker's Address]

Dear [Guest Speaker's Name],

We hope this message finds you well. We are writing to inform you that, unfortunately, we must cancel your scheduled engagement as a guest speaker for our sports team event on [insert date].

This decision was not made lightly, and we deeply regret any inconvenience this may cause. Due to [brief reason for cancellation, e.g., unforeseen circumstances, scheduling conflicts, etc.], we are unable to proceed with the event as planned.

We truly appreciate your willingness to share your time and expertise with our team, and we hope to collaborate with you in the future. If circumstances allow, we would be eager to reschedule your appearance for a later date.

Please let us know your availability, and we will do our best to accommodate you.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Sports Team Name]

[Contact Information]