

# Cancellation Notice

Dear [Recipient's Name],

We regret to inform you that the [Name of the Sports Event], scheduled to be held on [Event Date], has been cancelled due to [Reason for Cancellation].

As a ticket holder, you are entitled to a full refund of the ticket price. Please contact us at [Contact Information] or visit our website [Website URL] to initiate the refund process.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your support.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]