

# Important Notice: Cancellation of Upcoming Sports Event

Dear Team,

We regret to inform you that due to unforeseen circumstances, the upcoming sports event scheduled for **Date** has been cancelled. This decision was made to prioritize the health and safety of all participants and staff.

We understand the disappointment this may cause and appreciate your understanding and flexibility during this time. Future updates regarding rescheduling or alternative events will be communicated as soon as possible.

Thank you for your continued support.

Sincerely,

**Your Name**

**Your Position**

**Organization/Team Name**