

Team Cancellation Notice

Date: [Insert Date]

To: [League Official's Name]

From: [Your Team Name]

Subject: Cancellation of Upcoming Match

Dear [League Official's Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, our team, [Your Team Name], must officially withdraw from the upcoming match scheduled for [Date of Match] against [Opposing Team Name].

This decision was not made lightly, and we understand the inconvenience this may cause. Our team is committed to the integrity of the league and appreciates your understanding in this matter.

We look forward to continuing our participation in future matches and maintaining the competitive spirit of the league.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Team Name]

[Your Contact Information]