

Cancellation Notice

Date: [Insert Date]

To: [School Administration]

From: [Sports Team Name]

Subject: Cancellation of Upcoming Sports Event

Dear [School Administration Contact Name],

We regret to inform you that the scheduled [specific event or game] for the [Sport] team on [date] has been cancelled due to [reason for cancellation, e.g., unforeseen circumstances, weather conditions, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding. We are currently working to reschedule the event and will notify you as soon as a new date is confirmed.

Thank you for your support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]