

# Notice of Match Cancellation

Date: [Insert Date]

Dear [Team Name/Coach Name],

We regret to inform you that the upcoming match scheduled for [Insert Date and Time] against [Opponent Team Name] has been cancelled due to a scheduling conflict.

We understand the importance of this match and apologize for any inconvenience this may cause. We are currently working to reschedule the match and will provide you with new details as soon as possible.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Team Name]

[Contact Information]