

Match Cancellation Notice

Date: [Insert Date]

To: [Team Name/Recipient]

Subject: Match Cancellation Notice for [League Name]

Dear [Recipient's Name],

We regret to inform you that the scheduled match between [Your Team Name] and [Opposing Team Name] on [Original Date] has been cancelled due to [reason for cancellation, e.g., inclement weather, unforeseen circumstances].

As per league directives, this cancellation is being made to ensure the safety and well-being of all players and staff involved. We will provide information regarding the rescheduling of the match as soon as it becomes available.

We appreciate your understanding and cooperation in this matter. If you have any questions or require further information, please do not hesitate to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Team Name]

[Contact Information]