

Match Cancellation Notice

Date: [Insert Date]

To: [Team Name]

From: [Your Team Name]

Subject: Cancellation of Scheduled Match

Dear [Team Name],

We regret to inform you that our upcoming match scheduled for [Date of Match] at [Venue Name] has been cancelled due to unavailability of the venue.

We understand the inconvenience this may cause and are working diligently to secure a new date and venue for the match. We will keep you updated with any new information as soon as possible.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Team Name]

[Contact Information]