

Cancellation of In-Person Game Access

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel my access to the upcoming in-person game event scheduled for [insert date of the event].

This decision was not made lightly, but due to [insert reason for cancellation], I regret that I will not be able to attend.

I understand there may be refund policies in place and I would appreciate your guidance on the next steps regarding my cancellation and any potential refund.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]