

# Important Announcement: Performance Cancellation

Dear Valued Patrons,

We regret to inform you that due to unforeseen circumstances, the scheduled performance of **[Name of Play]** on **[Date]** has been cancelled.

Your safety and satisfaction are our top priorities. We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If you have purchased tickets, please contact our box office at **[Box Office Contact Information]** for information on refunds or exchanges.

Thank you for your continued support, and we look forward to seeing you at our future performances.

Warm regards,

**[Your Theatre Company Name]**  
**[Contact Information]**