

Dear Cast Members,

We hope this message finds you well. We regret to inform you that due to unforeseen circumstances, we must cancel our upcoming theatrical performance of "**Title of the Play**", originally scheduled for **Date**.

This decision was not made lightly, and we understand the impact this has on each of you. Your hard work and dedication have been truly commendable, and we are so grateful for your contributions to the production.

We will be organizing a meeting on **Date** to discuss the next steps and how we can support you during this time. Please feel free to reach out if you have any questions or concerns.

Thank you for your understanding and support.

Sincerely,

Director's Name

Theater Company Name

Contact Information