

# Notice of Cancellation

Dear [Collaboration Partner's Name],

We hope this message finds you well. We regret to inform you that the theatrical performance titled "[Performance Title]", scheduled for [Date], has been cancelled due to [Reason for Cancellation].

This decision was not made lightly, and we value the trust and partnership we have built with you. We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter.

We are committed to keeping our collaboration alive and hope to explore future opportunities together. Please let us know if you would like to discuss this matter further or if there are any concerns you would like to address.

Thank you for your support and understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]