

# Cancellation Notice

Dear [Recipient's Name],

We regret to inform you that the performance of [**Performance Name**], originally scheduled for [**Original Date**], has been cancelled due to unforeseen circumstances.

We sincerely apologize for any inconvenience this may cause and would like to offer you the following rescheduling options:

- [New Date Option 1] at [New Time]
- [New Date Option 2] at [New Time]
- [New Date Option 3] at [New Time]

Please reply to this email or contact us at [Contact Information] to confirm your preferred date.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Theatre/Organization Name]