

# Dear [Sponsor's Name],

We hope this message finds you well. We are reaching out to inform you that due to unforeseen circumstances, we must cancel the upcoming performance of [Show Name], originally scheduled for [Date].

We deeply value your support and commitment to our artistic endeavors, and we understand the impact this decision may have on you as a sponsor. Please know that this choice was not made lightly, and we are diligently working on rescheduling the performance for a later date.

If you have any questions or require further information, please do not hesitate to reach out to us at [Contact Information]. We appreciate your understanding and continued support during this time.

Sincerely,  
[Your Name]  
[Your Position]  
[Theater Company Name]