

Notification of Cancellation

Dear Team,

We regret to inform you that due to unforeseen circumstances, the theatrical performance scheduled for **[Date]** has been cancelled. This decision was made after careful consideration of all factors involved.

Please communicate this to your respective teams and assist in managing any inquiries that may arise from our audience members.

We appreciate your understanding and cooperation during this time.

Thank you,

[Your Name]

[Your Position]

[Company/Organization Name]