

Notice of Cancellation

Dear [Customer Name],

We regret to inform you that the performance of [**Performance Title**] scheduled for [**Date**] at [**Venue**] has been cancelled due to [**Reason for Cancellation**].

We understand that this may be disappointing news, and we sincerely apologize for any inconvenience this may have caused. Our team is currently processing refunds for all ticket purchases.

If you purchased your tickets through our website, your refund will be automatically credited back to your original payment method within the next [**Time Frame**] days. For tickets purchased through other outlets, please contact them directly for further assistance.

Thank you for your understanding and support. We hope to see you at a future performance.

Warm regards,
[Your Name]
[Your Title]
[Theatre Company Name]
[Contact Information]