

# Important Notice: School Event Termination

Dear Parents and Guardians,

We regret to inform you that the **[Event Name]** scheduled for **[Date]** has been officially terminated due to **[Reason]**.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If you have any questions, please do not hesitate to contact us at **[School Contact Information]**.

Thank you for your support.

Sincerely,  
**[Your Name]**  
**[Your Title]**  
**[School Name]**