

# Notice of Event Cancellation

Dear Parents and Guardians,

We regret to inform you that due to unforeseen circumstances, the upcoming **[Event Name]** scheduled on **[Date]** has been cancelled.

We understand that this news may be disappointing, and we appreciate your support and understanding in this matter. We will keep you informed about any future events.

Please feel free to reach out to us at **[Contact Information]** with any questions or concerns.

Thank you for your understanding.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[School Name]**