

Letter of Discontinuation for School Event

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that, after careful consideration, we have decided to discontinue the [Event Name] event scheduled for [Date]. This decision was not made lightly, and we considered various factors including [reason for discontinuation, e.g., safety concerns, low participation, etc.].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. Our commitment to providing a safe and enriching experience for our students remains our top priority. We encourage you to share any feedback with us which may help in planning future events.

Thank you for your continued support and cooperation.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]