

# Dear Parents,

We hope this message finds you well. We regret to inform you that the upcoming **Annual Spring Festival** scheduled for **[Date]** has been cancelled due to **[reason]**.

We understand how disappointing this news may be, as we were looking forward to celebrating together. Please rest assured that we will keep you updated regarding future events and activities.

Thank you for your understanding and support.

Sincerely,

**[Your Name]**

**[Your Position]**

**[School/Organization Name]**

**[Contact Information]**