# School Name

Date:

[Sender’ Name]

[Sender’s Designation]

**Subject: School Sports Event Cancellation Letter**

Dear Parents/Guardians,

Due to the bad weather conditions and in accordance with the weather forecast report, I am informing you regretfully that the sports event of [mention the School Name] to be held on [mention the Date], is duly cancelled for now. I know that the students have waited for very long for this sports event and prepared too for that, but your safety is our first concern.

So, as soon as the weather conditions get better, we will inform you about the new date on which the sports event will be held.

Thanking you!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]