

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Letter to Reschedule an Event - Apologetic

Dear :

An unfortunate turn of events has dictated that I reschedule the Magnolia Marathon planned for Date for a later date. The weather has proven to be very unpredictable and I do not believe that we should schedule this marathon during such tumultuous weather. However, other than the change in date, the marathon will abide by the original itinerary. Notices have been sent to all participants of the race and all sponsors have been contacted. To allow ample time for all persons involved in this yearly event, I have rescheduled the event for .

I am truly sorry for the inconveniences of this rescheduling. I hope that you understand that this is truly out of my hands. Your support up to this point has been priceless and your future cooperation will be invaluable. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E