

From,
Alison Mosby,
Event Manager,
Apparels Redefined Pvt. Ltd.
Date: 19th sept 2016

To,
Aaron Gilbert,
Senior Manager,
Apparels Redefined Pvt. Ltd.
Subject: Event Cancellation Letter

Dear Aaron,

Due to the unforeseen circumstances that have taken place, the Fashion Show event that was to be held on 25th sept 2016 stands cancelled.

We had been preparing for this event since a long time to display our latest collection and so it saddens us to a great extent to cancel it at this time. The reasons for the same were that our showstopper was recently injured during a stage practice, and it would take her a while to recover. Also, our technical team has been facing some issues which can only be resolved by another team of professionals who have yet not arrived. Because of this, our investors want to cancel the event for the time being.

However, we shall be organizing this event soon. You shall be informed regarding the same. I hope that you will grace the occasion with your presence whenever it will be held.

Yours sincerely,

Alison Gilbert

Event Manager

Apparels Redefined Pvt. Ltd.