



COVID-19 Event Cancellation Template

Dear Participant,

The (Name of the Organization) has been closely following the news surrounding COVID-19 and its related public health concerns. By now, you have likely heard news of school and business closings as well the canceling of social and community events to prevent further spread of the virus. The (Name of the Organization) will be joining our community, state and national partners in working to limit and eradicate the COVID-19 pandemic by canceling this year's (Name of the Event). There will be no rescheduling of this year's event.

If you are a sponsor, participant registered for the event and/or purchased raffle tickets for (Name of the Event) here are your options:

1. Honor your sponsorship, registration and/or raffle tickets for (Next Year Event). It will be held on (Name the Date) at the (Name the Location).
2. Contact our office at (List Phone Number) or (List Email Address) for a refund.
3. Help (Name of the Organization) persevere in this time of uncertainty by donating the fee for your sponsorship, registration and/or raffle tickets. A 501(c)3 Letter will be provided to you recognizing your full contribution.

Please follow the (Name of the Organization) on social media for real-time updates. Thank you for your patience and understanding. We are all in this together!

Sincerely,

Name and Title