**FOR SCHOOLS NOT PARTICIPATING IN THE FESTIVAL**

Dear [school’s name] families,

As you are now aware, classes are cancelled Friday, April 27.

We want you to know that, despite our best effort, [school’s name] will **not** be participating in the 34th Annual Shakespeare Festival Friday.

Due to significant anticipated teacher absences on Friday, we feel we will not be able to provide a productive, safe excursion to the festival for our students.

We know the festival is a day of great joy, and our students and educators have worked very hard to prepare for it. Even though [school’s name] will not be participating in the festival, we encourage you to attend the festival to support schools and students that will be performing.

We apologize for the late cancellation, and are extremely grateful for your continued partnership in our students’ education. If you have questions about the Shakespeare Festival or cancelled classes on Friday, April 27, call me at [principal’s phone number] or email me at [principal’s email address].

Warm regards,

[Principal’s name]