

Cancellation of Trade Show Registration

Date: [Insert Date]

[Your Name]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Trade Show Organizer's Company]

[Organizer's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally cancel my registration for the [Name of Trade Show], scheduled to take place on [Event Dates] at [Event Location].

Due to [reason for cancellation], I will not be able to attend the event as planned.

Please confirm the cancellation of my registration and any associated fees, if applicable. I appreciate your understanding and assistance in this matter.

Thank you for your attention. I hope to participate in future events.

Sincerely,

[Your Name]

[Your Position]

[Your Company]