

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Venue Rental Company Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Rental Company Contact Name],

I am writing to formally cancel my venue rental reservation for [Event Name/Description] scheduled on [Event Date] at [Venue Location].

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

According to our agreement, I understand the cancellation policy and any applicable refund process.

Please confirm the cancellation of my reservation as soon as possible.

Thank you for your understanding.

Sincerely,

[Your Name]