

# Cancellation Notice for Special Event Liquor License

Date: [Insert Date]

To: [Insert Name of Licensing Authority]

Address: [Insert Address of Licensing Authority]

Subject: Cancellation of Special Event Liquor License

Dear [Insert Name of Licensing Authority],

I am writing to formally notify you of the cancellation of the special event liquor license issued for [Event Name] scheduled on [Date of Event] at [Event Location].

Due to [briefly describe reason for cancellation, e.g., unforeseen circumstances, event cancellation], we will no longer require the alcohol service as previously planned.

Please consider this letter as formal notification to cancel the license. We apologize for any inconveniences this may cause.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]