

Cancellation of Event Hall Booking

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally cancel the booking of the event hall that was scheduled for [Insert Event Date]. Due to [reason for cancellation], we will no longer be able to proceed with our reservation.

We understand that this may cause inconvenience and sincerely apologize for any disruption this may bring. We appreciate your understanding in this matter and hope to consider your venue for future events.

Please confirm the cancellation of our booking at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]