

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Venue Manager's Name]

[Venue Name]

[Venue Address]

[City, State, ZIP Code]

Subject: Venue Rental Cancellation Notice

Dear [Venue Manager's Name],

I am writing to formally notify you that I need to cancel my rental reservation for [Event Name] scheduled on [Date] at [Venue Name].

Due to [reason for cancellation], I am unable to proceed with the booking. I understand the terms and conditions of the rental agreement and will abide by any cancellation policies outlined.

Please confirm the cancellation at your earliest convenience. I appreciate your understanding in this matter.

Thank you,

[Your Name]

[Your Signature (if sending a hard copy)]