

Cancellation of Venue Reservation

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to formally cancel our reservation for the event scheduled to take place on [insert date of event] at [insert time].

Unfortunately, due to [insert reason for cancellation], we are no longer able to proceed with the event as planned. We sincerely apologize for any inconvenience this may cause.

We would like to confirm that our reservation should be considered cancelled, and we kindly ask for a confirmation of this cancellation at your earliest convenience.

Thank you for your understanding. We hope to have the opportunity to work with you in the future.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]