

# Cancellation of Venue Rental Contract

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Venue Owner's Name]  
[Venue Name]  
[Venue Address]  
[City, State, Zip Code]

Dear [Venue Owner's Name],

I am writing to formally cancel the venue rental contract for [Event Name] scheduled on [Event Date] at [Venue Name]. Due to [reason for cancellation], I regret to inform you that we must cancel our reservation.

I understand that this cancellation may be subject to the terms of our contract, and I will comply with any necessary procedures and fees as outlined therein.

Thank you for your understanding. I appreciate your cooperation in this matter and look forward to resolving any final details.

Sincerely,

[Your Name]