

Notice of Venue Rental Agreement Cancellation

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as formal notification of the cancellation of the venue rental agreement for [Event Name] scheduled on [Event Date] at [Venue Name]. Due to [reason for cancellation], we regret to inform you that we will no longer be able to hold this event at your premises.

According to the terms of our agreement, we understand that we must provide [number of days] days' notice for cancellation. This letter is being sent to ensure compliance with this requirement.

Please acknowledge receipt of this cancellation and confirm any necessary follow-up actions regarding the return of deposits or any other financial matters related to this cancellation.

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]