

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Venue Manager's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Manager's Name],

I am writing to formally request the cancellation of my venue booking scheduled for [date of booking], under the name [Your Name or Booking Reference]. Unfortunately, due to [brief explanation of the reason for cancellation], I am unable to proceed with the booking.

I kindly ask for confirmation of this cancellation, as well as information regarding any applicable cancellation fees or the refund process.

Thank you for your understanding, and I appreciate your assistance in this matter.

Sincerely,

[Your Name]