

Request to Rescind Venue Rental Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Venue Owner's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Owner's Name],

I hope this message finds you well. I am writing to formally request the rescindment of the venue rental agreement dated [Insert Agreement Date] for [Insert Event Name] scheduled on [Insert Event Date].

Due to [briefly explain reason, e.g., unforeseen circumstances], I am unable to proceed with the rental as planned. I kindly ask for your understanding and assistance in this matter.

Please let me know if there are any forms or procedures I need to complete to finalize this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]