

Termination Notice

Date: **[Insert Date]**

To: **[Venue Owner's Name]**

Venue: **[Venue Name]**

Address: **[Venue Address]**

Dear [Venue Owner's Name],

This letter serves as a formal notice for the termination of our rental agreement for [Venue Name], effective [Termination Date]. As per the terms outlined in our rental agreement signed on [Agreement Date], we are providing the required notice period of [Notice Period].

We appreciate the opportunity to utilize the venue and will ensure that all obligations, including the final payment and removal of our items, are fulfilled by the termination date.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Organization Name]

[Your Address]

[Your Phone Number]

[Your Email Address]