

Venue Rental Agreement Termination Letter

Date: [Insert Date]

To,

[Venue Owner's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Owner's Name],

Subject: Termination of Venue Rental Agreement

I hope this message finds you well. I am writing to formally notify you of my intent to terminate the venue rental agreement dated [Insert Agreement Date] for [Insert Event/Occasion] scheduled on [Insert Event Date].

As per the terms outlined in our agreement, I am providing [Insert Notice Period] notice regarding this termination. The decision to terminate the agreement has not been made lightly, and I appreciate your understanding in this matter.

Please let me know if there are any final formalities that need to be addressed before our agreement is officially terminated. I would like to ensure a smooth conclusion to our arrangement.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]