

Venue Reservation Cancellation Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name

Venue Manager
Venue Name
Venue Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally cancel my reservation for [Event Name] scheduled on [Date] at [Venue Name]. Unfortunately, due to [reason for cancellation], I am unable to proceed with the event as planned.

Please confirm the cancellation of my reservation and any refund policies that may apply. I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your assistance.

Sincerely,
[Your Name]