

Withdrawal from Venue Rental Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Venue Owner/Management Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Owner/Management Name],

I am writing to formally withdraw from the venue rental agreement dated [Insert Agreement Date] for the event scheduled on [Insert Event Date].

Due to [briefly mention reason, e.g., unforeseen circumstances, changes in plans, etc.], I am unable to proceed with the rental. I apologize for any inconvenience this may cause.

Please confirm receipt of this withdrawal request and let me know if there are any further actions needed on my part.

Thank you for your understanding.

Sincerely,

[Your Name]