

Vendor Cancellation Notice

Date: [Insert Date]

Vendor Name: [Vendor's Name]

Vendor Address: [Vendor's Address]

Dear [Vendor's Name],

We regret to inform you that your participation in the upcoming art market event scheduled for [Event Date] has been cancelled. This decision was made due to [brief reason for cancellation, e.g., unforeseen circumstances, limited space, etc.].

We appreciate your understanding in this matter and sincerely apologize for any inconvenience this may cause. If you have already paid the vendor fee, a full refund will be processed within [number of days] days.

Thank you for your interest in our event. We hope to have the opportunity to collaborate with you in the future.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]