

Cancellation of Exhibition Booth Reservation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Exhibition Organizer Name]

[Organizer Company]

[Organizer Address]

[City, State, Zip Code]

Dear [Exhibition Organizer Name],

I am writing to formally cancel our reservation for an exhibition booth at the [Exhibition Name] scheduled for [Exhibition Dates]. Due to [reason for cancellation], we are unable to participate as previously planned.

We understand the terms and conditions regarding cancellations, and we kindly request a confirmation of this cancellation at your earliest convenience. Should there be any remaining formalities or fees required, please let us know.

Thank you for your understanding. We hope to have the opportunity to participate in future exhibitions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]