

Catering Service Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Catering Company Name]

[Catering Company Address]

[City, State, Zip Code]

Dear [Catering Company Manager's Name],

I am writing to formally cancel my catering service reservation for the event scheduled on [Event Date]. Due to [brief reason for cancellation], I am unable to proceed as planned.

According to our agreement, I understand that I must provide a notice of cancellation [insert notice period, e.g., 48 hours] in advance. Please confirm the cancellation and let me know if there are any fees associated with this process.

I appreciate your understanding and assistance in this matter. Thank you for your service thus far.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]