

# Letter of Sponsor Booth Cancellation Policy

Date: [Insert Date]

To: [Sponsor Name]

[Sponsor Address]

Dear [Sponsor Name],

We hope this letter finds you well. We would like to inform you of our cancellation policy regarding the sponsor booth for [Event Name] scheduled on [Event Date].

## **Cancellation Policy:**

- All cancellation requests must be received in writing by [Cancellation Deadline Date].
- Cancellations received before [Early Cancellation Date] will receive a full refund.
- Cancellations received between [Early Cancellation Date] and [Late Cancellation Date] will incur a [percentage]% cancellation fee.
- No refunds will be issued for cancellations received after [Late Cancellation Date].

We appreciate your understanding and cooperation. If you have any questions regarding this policy, please feel free to reach out to us at [Contact Information].

Thank you for your support and involvement with [Event Name].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]