

Cancellation of Hospitality Suite Allocation

To Whom It May Concern,

I hope this message finds you well. I am writing to formally cancel the allocation of the hospitality suite reserved for the scheduled event, [Event Name], on [Event Date].

Due to unforeseen circumstances, we are unable to proceed with our plans. We kindly request confirmation of the cancellation and any details regarding potential refunds or fees associated with this cancellation.

We appreciate your understanding and assistance in this matter. Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]