

Request for Refund on Venue Rental Fees

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a refund for the venue rental fees related to [event name] that was scheduled to take place on [event date]. Due to [reason for cancellation or request], we were unable to hold the event as planned.

According to our agreement, I understand that refunds are subject to your policy. However, given the circumstances, I kindly ask for your understanding and reconsideration of our situation. We had already paid a total of [amount] for reserving the venue, and we would greatly appreciate any assistance you can provide in expediting this refund.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]