

Letter of Concern Regarding Venue Condition

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to express my concern regarding the condition of [Venue Name] following our recent rental on [Date of Rental].

During our event, we noticed several issues, including [list specific concerns, e.g., cleanliness, damaged furniture, malfunctioning equipment]. These factors significantly impacted our experience and the overall atmosphere of the event.

We were very excited to host our event at your venue, and we believe that addressing these concerns would enhance the experience for future renters. We kindly request that you look into these issues and provide feedback on how they might be addressed.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Organization/Company Name]