

Letter of Conflict Regarding Venue Booking Terms

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Venue Name]
[Venue Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address an ongoing conflict regarding the terms of our venue booking scheduled for [Event Date] at [Venue Name].

According to our agreement dated [Insert Agreement Date], the terms stated that [briefly outline the specific terms in question]. However, I have encountered issues that I believe are contrary to these terms.

Specifically, [describe the conflict or issue clearly and concisely]. This situation has caused [mention any impact this has had, such as financial implications, scheduling conflicts, etc.].

I kindly request that we discuss this matter at your earliest convenience to reach a resolution that satisfies both parties. Please let me know a suitable time for us to converse or if you prefer to address this via email.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization, if applicable]