

# Venue Booking Adjustment Request

Date: [Insert Date]

To: [Venue Manager Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager Name],

I hope this message finds you well. I am writing to formally request an adjustment to our current booking for [Event Name] scheduled on [Original Date] at [Venue Name]. Due to [brief reason for adjustment, e.g., unforeseen circumstances, scheduling conflicts], we would like to propose the following changes:

- New Event Date: [Proposed New Date]
- New Event Time: [Proposed New Time]
- Additional Requirements: [Any additional requests, if applicable]

We understand that this may cause some inconvenience, and we sincerely appreciate your understanding and cooperation in accommodating our request. If the proposed dates or times are not available, we would be grateful for any alternative suggestions you might have.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]