

# Cancellation of Conference Room Booking

Date: [Insert Date]

To: [Venue Name]

Address: [Venue Address]

Dear [Venue Manager's Name],

I am writing to formally cancel the booking for the conference room that was scheduled for [Insert Date and Time] under the name [Your Name/Organization Name].

Unfortunately, due to [reason for cancellation], we are no longer able to proceed with our reservation.

I kindly request a confirmation of this cancellation at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]