

# Cancellation of Executive Meeting Space Reservation

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you that we need to cancel our reservation for the executive meeting space at [Location/Room Name] originally scheduled for [Date of Meeting] at [Time].

Unfortunately, due to [brief reason for cancellation, if applicable], we are unable to proceed with the meeting as planned.

We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your attention to this cancellation. If you have any further questions or need to discuss this, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]