

Venue Room Cancellation Policy

Dear [Customer's Name],

Thank you for choosing [Venue Name] for your upcoming event. We appreciate your business and look forward to serving you. This letter serves to outline our cancellation policy regarding your reserved room.

Cancellation Policy:

- All cancellations must be made in writing and sent to [Venue Email].
- Cancellations made more than [Number of Days] days prior to the reservation date will receive a full refund.
- Cancellations made between [Number of Days] and [Number of Days] days prior to the reservation date will incur a [Percentage]% cancellation fee.
- Cancellations made less than [Number of Days] days prior to the reservation date will forfeit the full deposit.

If you have any questions or need further assistance, please feel free to contact us at [Venue Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Venue Name]
[Venue Address]