

Formal Venue Issue Cancellation Letter

Subject: [Conference Name] Venue Cancellation Notice

Dear Valued Attendees,

It is with great disappointment that we must cancel [Conference Name], originally scheduled for [Date] at [Venue Name]. The venue has experienced [specific issue - fire damage, structural problems, double booking, closure, etc.] that makes it impossible to host our event safely.

Despite our extensive efforts to secure an alternative location on short notice, we were unable to find a suitable replacement venue that meets our conference requirements and capacity needs.

Refund and compensation details:

- Full registration fee refunds will be processed within 5 business days
- Travel expense reimbursement forms will be sent separately for pre-approved cases
- Vendor and sponsor agreements will be addressed individually

We are actively working to reschedule this conference for [proposed timeframe] and will announce the new date and venue within 30 days. Your registration will automatically transfer unless you request a refund.

We appreciate your patience and understanding during this challenging situation.

Best regards,

[Name]

[Title]

[Event Management Company]

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