Venue Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Venue Manager's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Subject: Cancellation of Venue Reservation

Dear [Venue Manager's Name],

I hope this letter finds you well. I am writing to inform you that, regrettably, we must cancel our reservation for [Event Name] scheduled to take place at [Venue Name] on [Event Date].

Due to unforeseen circumstances beyond our control, we have had to make the difficult decision to change our event plans. We understand the inconvenience this may cause and sincerely apologize for any disruption this cancellation may bring to your business operations.

To compensate for any inconvenience caused, we are willing to forfeit the deposit made at the time of booking. Please find attached a copy of the receipt for the deposit made on [Deposit Date].

We value the excellent services you have provided so far, and we hope to have the opportunity to work with you again in the future when circumstances are more favorable.

If you require any further information or have any questions regarding the cancellation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation in this matter. We look forward to your acknowledgment of this cancellation and confirmation of the deposit forfeiture.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]