

Professional Cancellation of Reserved Venue

Subject: Cancellation of Venue Reservation

Dear [Venue Manager's Name],

I am writing to formally inform you that I must cancel the booking of [Venue Name] scheduled for [Date] for [Event Name]. Due to unforeseen circumstances, we are unable to proceed with the event as planned.

Please advise regarding any cancellation charges or required procedures. I apologize for any inconvenience this may cause and hope to use your venue in the future under better circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

[Contact Information]

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