

Informal Message to Cancel Venue

Hi [Venue Manager's Name],

I hope this message finds you well. Unfortunately, I need to cancel our reservation at [Venue Name] for [Event Name] on [Date]. Something unexpected has come up and we won't be able to hold the event.

Please let me know if there are any formalities I need to complete. I am sorry for the inconvenience and hope to book with you in the future.

Best regards,

[Your Name]

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