

Immediate Cancellation Due to Emergency

Subject: Urgent Cancellation of Venue Booking

Dear [Venue Manager's Name],

I regret to inform you that due to an emergency situation, we must cancel our booking of [Venue Name] for [Event Name] on [Date]. I understand the timing is inconvenient and sincerely apologize for this short notice.

Kindly advise regarding any applicable cancellation policies or fees. I appreciate your understanding and hope to coordinate future events with you.

Sincerely,

[Your Name]

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