

Polite and Emotional Cancellation

Subject: Apology and Cancellation of Venue Booking

Dear [Venue Manager's Name],

I am deeply sorry to inform you that we must cancel our reservation at [Venue Name] for [Event Name] on [Date]. Unexpected circumstances have made it impossible for us to proceed as planned.

I sincerely apologize for any inconvenience caused and hope to work with you again in the future.

Please let me know about any necessary cancellation procedures or fees.

Thank you for your understanding.

Warm regards,

[Your Name]

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