

Tentative Cancellation Request

Subject: Provisional Cancellation of Venue Reservation

Dear [Venue Manager's Name],

I am writing to request a provisional cancellation of our reservation at [Venue Name] for [Event Name] on [Date]. Due to uncertain circumstances, we may need to cancel the booking.

Please confirm the steps we need to follow and any deadlines for final confirmation. I will inform you as soon as the situation is clarified.

Thank you for your cooperation.

Sincerely,

[Your Name]

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