Event Cancellation Email

From,
Liberty Walton
343-6527 Purus. Avenue
Logan NV 12657
(581) 379-7573

21-09-2014

To,
Hu Park
1429 Netus Rd.
Reedsport NY 48247

Subject: (**********)

Subject: Cancellation of the Birthday Party to be held at your club.

Dear Sir,

I would like to bring to your presence that we had booked your venue for the celebration of my daughter's 13th Birthday on 2nd May. With deep regret, I have to tell you to cancel the booking made as we are canceling on the event due to the ill-health of my father for which we have to rush him to Kolkata for immediate treatment.
I hope you understand the graveness of this matter and process the cancellation of the venue on the mentioned date.

Thank You.

Yours Sincerely,
(Signature)
Liberty Walton

BEST
LETTER TEMPLATE