

Cancellation Letter

(Today's Date)

Dear _____,
(Client Name)

We are sorry to hear you want to cancel your reservation at El Camino Real River Crossing Events Center. With your text of cancellation on _____ I have taken your
(Date Received)
reservation off our books for the dates of _____.
(Original Reservation Dates/Timeframe)

We encourage you to refer to the original signed contract about cancellation rules, guidelines, policies, and procedures. Please refer to the *Cancellations* clause of the El Camino Real River Crossing Events Center Rental Agreement in reference to refunds.

Please sign and return this cancellation notice as soon as possible. Once again, I am sorry to hear you have canceled your reservation at El Camino Real River Crossing Events Center. If we can be of further service to you please do not hesitate to let me know.

Sincerely,

El Camino Real River Crossing Events Center Team

Print Venue Rep. Name

Print Client Name

Venue Rep. Signature

Client Signature

Date

Date