Creativity College of Science.  
Alexander Jonathan.  
32 St. Nightingale Avenue, Florida.

August 13th, 20XX

Mr. Jeremy Pivot.  
Associate Director Exhibitions  
Crescent Gallery Hall.  
29 St. Eleventh Avenue, Florida.

I [name] am writing to request a cancellation of the slot which I had reserved earlier, in your prestigious Spring Gala Exhibition to be held on [date] at [venue].

I had reserved the slot [number] a month ago on [date] after making a payment of [amount] in the name of [account title]. I intended to display and sell exotic handicrafts made in the northern areas of Pakistan. I travel these areas every six months and collect the wares which I display in my stalls in Exhibitions like yours. When I had reserved the slot, I had no idea that COVID would take the world in its grip and change the scenario entirely.

Just like every other business, my line of work was also affected adversely by this pandemic. Due to the extended lockdowns and travel restrictions, I have not been able to gather enough funds to gather the merchandise required for the stall. I deeply regret the inconvenience this cancellation would cause you, but it is not possible for me to gather the amount required to go ahead.

I am looking forward to your kind consideration and understanding of my situation and I want to request a refund for the amount I deposited at the time of reservation. Trust me I am very upset at having to let go of such an opportunity, but my circumstances do not allow me to proceed with the earlier plan at this point. I would be grateful if you would look upon my case favorably.

Yours Truly,

Alexander Jonathan.

Assistant Professor, Creativity College of Science.