

Cancellation Notice

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of our wedding venue reservation scheduled for [Insert Date of Wedding] at [Venue Name].

Due to [brief reason for cancellation, e.g., unforeseen circumstances], we regretfully have to cancel our booking. We understand that our contract may require us to forfeit our deposit, and we will comply with any necessary actions on our part.

We appreciate your understanding and support during this time. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]