

# Wedding Venue Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Venue Coordinator's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Coordinator's Name],

I hope this message finds you well. I am writing to formally request a change to the venue for our upcoming wedding originally scheduled on [original date] at [original venue].

Due to [reason for change], we kindly ask if it would be possible to move our event to [new venue name], located at [new venue address]. We believe this venue would better suit our needs and ensure a memorable occasion for our guests.

We would greatly appreciate your assistance in facilitating this change and would be happy to discuss any additional details or requirements that may be necessary to make this transition seamless.

Thank you very much for your understanding and support. I look forward to hearing from you soon.

Sincerely,

[Your Name]