

Wedding Venue Deposit Payment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Venue Manager's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Manager's Name],

I am writing to confirm my deposit payment for the reservation of [Venue Name] for our wedding on [Wedding Date]. As per our agreement, I am enclosing a deposit of [Deposit Amount], which represents [Percentage]% of the total rental fee.

Please find attached a copy of the payment transaction for your records. We are very excited about celebrating our special day at your venue!

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]

Enclosure: Payment Receipt