

Wedding Venue Reservation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Venue Manager's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to formally request the reservation of [Venue Name] for my wedding, scheduled on [Wedding Date]. We expect approximately [Number of Guests] guests to attend.

Please let me know if the venue is available on the specified date and any necessary steps to proceed with the reservation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]