

# Wedding Venue Special Requests

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

I hope this message finds you well. We are thrilled to be hosting our wedding at [Venue Name] on [Wedding Date]. As we plan our special day, we would like to outline a few special requests to ensure everything runs smoothly.

## Special Requests:

- Access to the venue for set-up on [Insert Date/Time].
- Assistance with AV equipment for our ceremony and reception.
- Flexibility with seating arrangements to accommodate our guest count.
- Access to a bridal suite for the bridal party prior to the ceremony.
- Option for [specific requests, e.g., outdoor ceremony area, special decorations, etc.].

We appreciate your attention to these details and look forward to working with you to create a memorable day for all involved.

Thank you for your assistance!

Sincerely,

[Your Name]

[Your Contact Information]

[Your Wedding Planner's Name (if applicable)]