

# Event Change Request

Date: [Insert Date]

To: [Banquet Hall Manager's Name]

From: [Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

Dear [Banquet Hall Manager's Name],

I hope this message finds you well. I am writing to formally request a change regarding the event scheduled at your venue on [original event date].

Due to [brief explanation of the reason for the change], we kindly request the following changes:

- New Event Date: [Insert new date]
- New Start Time: [Insert new time]
- Updated Guest Count: [Insert updated guest count]

We appreciate your understanding and cooperation in this matter. Please let us know if the proposed changes can be accommodated. If necessary, we are open to discussing alternative options.

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

Sincerely,

[Your Name]

[Your Title/Organization, if applicable]