

Refund Request for Wedding Event Cancellation

Dear [Venue/Event Coordinator's Name],

I hope this message finds you well. I am writing to formally request a refund for the deposit/payment made for our wedding event scheduled on [Wedding Date] at [Venue Name].

Unfortunately, due to [brief explanation of the reason for cancellation, e.g., unforeseen circumstances], we have had to make the difficult decision to cancel our plans. We greatly appreciate your understanding during this challenging time.

According to the terms outlined in our contract, we are requesting a refund of [amount] which was paid on [payment date]. Please let us know the next steps to process this refund.

Thank you for your assistance and understanding. We look forward to your prompt response.

Best regards,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]