

# Wedding Ceremony Approval Letter

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

We are pleased to inform you that we have received approval for our wedding ceremony at your esteemed hotel on [insert date of the wedding]. We are excited about hosting our special day at [Hotel Name] and appreciate your assistance in accommodating our needs.

Details of our wedding ceremony are as follows:

- Date: [Insert Date]
- Time: [Insert Start Time]
- Number of Guests: [Insert Number]
- Special Requests: [Insert Special Requests, if any]

We kindly request confirmation of our booking, along with any necessary documentation we need to complete. We look forward to working with you to ensure that our wedding day is memorable and seamless.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]