

# Wedding Ceremony Approval Request

Date: [Insert Date]

To,

[Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

We hope this message finds you well. We are writing to formally request approval for hosting our wedding ceremony at [Venue Name] on [Date of Ceremony] starting from [Start Time] to [End Time].

We believe that your venue would provide the perfect backdrop for our special day, and we have thoroughly discussed the logistics with our wedding planner.

Details of the ceremony are as follows:

- **Number of Guests:** [Insert Number]
- **Ceremony Type:** [Religious/Civil/Other]
- **Additional Services Needed:** [Catering/Decorations/Audio-Visual Support]

We would greatly appreciate your consideration of our request and would be grateful if you could inform us of any additional requirements or documentation you may need.

Thank you for your time and support. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Partner's Name]

[Your Contact Information]

[Your Address]