

Wedding Venue Cancellation and Rescheduling Notice

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 notify you that, due to unforeseen circumstances, we must cancel our wedding reservation originally scheduled for [Original Date] at [Venue Name].

We genuinely regret any inconvenience this may cause and appreciate your understanding in this matter. We would like to inquire about the possibility of rescheduling our event to [Proposed New Date], if available.

Please let us know the options available for rescheduling, as well as any policies regarding deposits or refunds. We are hopeful to work together to find a solution that works for both parties.

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

Sincerely,

[Your Name]

[Your Partner's Name]

[Your Contact Information]