

Cancellation Apology Letter

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to formally apologize for the cancellation of our wedding venue booking scheduled for [original date] at [venue name].

Due to [brief explanation of the reason for cancellation, e.g., unforeseen circumstances, personal issues], we regretfully must cancel our reservation. This was not an easy decision, as we were looking forward to celebrating our special day at your beautiful venue.

We appreciate all the assistance and support you have provided during our planning process. We hope to make arrangements for a future event at [venue name], if possible.

Thank you for your understanding, and we apologize for any inconvenience this may cause.

Sincerely,

[Your Name]

[Your Contact Information]