

Wedding Venue Cancellation Confirmation

Date: [Insert Date]

Dear [Client's Name],

We are writing to confirm the cancellation of your wedding venue reservation at [Venue Name] for the date [Event Date]. We understand that plans can change, and we appreciate your prompt notification.

Your reservation details were as follows:

- Venue: [Venue Name]
- Date: [Event Date]
- Time: [Event Time]
- Number of Guests: [Guest Count]

If there is anything we can assist you with or if you have future events in mind, please do not hesitate to reach out.

Thank you for considering [Venue Name]. We wish you all the best!

Sincerely,

[Your Name]

[Your Position]

[Venue Name]

[Contact Information]