

Wedding Venue Cancellation Notification

Date: [Insert Date]

Dear [Venue Manager's Name],

We hope this message finds you well. We are writing to formally inform you that, due to the ongoing COVID-19 pandemic and the associated health concerns, we have made the difficult decision to cancel our wedding scheduled for [Insert Wedding Date] at [Insert Venue Name].

We understand the complexities and challenges that this situation poses to your business, and we are truly sorry for any inconvenience this may cause. We appreciate your understanding and support during this unprecedented time.

As per our contract, we would like to request a full refund of our deposit. We hope that we can resolve this amicably and would appreciate your guidance on the next steps.

Thank you for your compassion and assistance. We hope to have the opportunity to celebrate our love in the future when it is safe for all.

Sincerely,

[Your Name]

[Your Contact Information]