

# Wedding Venue Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We regret to inform you that due to unforeseen circumstances, we must cancel your wedding venue reservation scheduled for [Insert Date] at [Insert Venue Name]. This decision was not made lightly, and we understand the impact it may have on your wedding plans.

We are committed to assisting you during this time and can help you explore alternative dates or suggest other available venues. Please feel free to reach out to us at your earliest convenience so we can discuss your options.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]