

Cancellation of Wedding Venue Booking

Date: [Insert Date]

To [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to formally cancel my wedding venue reservation scheduled for [Insert Date]. Due to unforeseen circumstances, we regret to inform you that we will not be able to proceed with the booking.

We truly appreciate the support and services you offered during our planning process and are grateful for your understanding. We have enjoyed working with your team and value the effort put into accommodating our requests.

Thank you once again for everything. We hope to possibly consider your venue for future events.

Sincerely,

[Your Name]

[Your Contact Information]