

Wedding Venue Cancellation Notice

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

We hope this message finds you well. We are writing to formally notify you of the cancellation of our wedding reservation scheduled for [Insert Date of Wedding]. Due to unforeseen circumstances, we regretfully must cancel our event.

We appreciate your understanding and apologize for any inconvenience this may cause. Please confirm the cancellation of our booking at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]