

Wedding Venue Cancellation

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 reservation scheduled for [Insert Date] at your venue, [Venue Name]. Unfortunately, due to personal reasons, we are unable to proceed with our plan.

I understand that this may cause inconvenience, and I apologize for any disruption this may bring to your schedule. I would appreciate any assistance you could provide regarding the cancellation policy and any potential refund I may be eligible for.

Thank you for your understanding, and I hope to work with you in the future under better circumstances.

[Your Name]

[Your Contact Information]