

Wedding Venue Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Venue Manager's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my wedding venue reservation originally scheduled for [insert date of reservation]. Due to [brief reason for cancellation, e.g., unforeseen circumstances, etc.], we have had to make the difficult decision to cancel our event.

According to our agreement, I would like to request a full refund of the deposit paid on [insert deposit date] totaling [insert amount]. I understand the cancellation policy, and I hope my circumstances can be taken into consideration.

Thank you for your understanding and support during this difficult time. I look forward to your prompt response regarding the cancellation and refund process.

Sincerely,

[Your Name]