

Wedding Venue Cancellation Request

Date: [Insert Date]

[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 our wedding venue booking scheduled for [Insert Date of the Event] at [Venue Name]. Due to unforeseen circumstances, we are unable to proceed with our plans.

We sincerely apologize for any inconvenience this may cause. Per our contract, we understand the cancellation policy and would appreciate any assistance you can provide regarding the refund process for our deposit.

Thank you for your understanding and support in this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]