

Booking Inquiry for Wedding Reception

Date: [Insert Date]

Dear [Venue Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am currently in the process of planning my wedding. I am interested in booking your venue for our wedding reception on [Insert Desired Date].

Could you please provide me with the following information:

- Availability of the venue on the desired date
- Capacity and layout options
- Rental fees and any additional costs
- Catering options and bar services
- Parking and accessibility information

Thank you for your assistance. I look forward to your prompt response so we can discuss the details further.

Best regards,

[Your Name]

[Your Contact Information]