

Reservation Request for Wedding Venue

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to formally request the reservation of [Venue Name] for my upcoming wedding.

We are planning to hold our wedding on [Insert Wedding Date] and would like to reserve the venue from [Start Time] to [End Time]. We anticipate approximately [Number of Guests] guests in attendance.

Could you please provide us with information regarding availability, pricing, and any additional services that you may offer? We would greatly appreciate your assistance in making our special day memorable.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]