

WEDDING VENUE CANCELLATION LETTER

[Venue Manager's Name]

[Venue Name]

[Venue Address]

[City, State, ZIP Code]

Dear [Venue Manager's Name],

I hope this letter finds you well. It is with a heavy heart that I write to inform you of a change in our wedding plans. After careful consideration and unforeseen circumstances, we regret to inform you that we must cancel our reservation at [Venue Name] for our upcoming wedding.

We had been eagerly looking forward to celebrating our special day at your beautiful venue. However, due to [explain the reason for cancellation, such as unforeseen personal circumstances, financial challenges, or any other relevant details], we find ourselves in a situation that requires us to reconsider our wedding plans.

We understand the significance of our reservation and want to express our sincere gratitude for all the assistance and support you and your team have provided throughout the planning process. We have truly appreciated your professionalism and understanding.

Regrettably, we are left with no alternative but to cancel our reservation. We understand that this decision may have an impact, and we sincerely apologize for any inconvenience caused.

As outlined in our contract, we are aware of the [cancellation policy/deposit forfeiture/terms and conditions]. We are prepared to fulfill our obligations in accordance with the terms specified and would appreciate any guidance you can provide in this regard.

We value the time and effort you have invested in helping us plan our wedding, and we hope you understand the difficulty of this decision. We would be grateful for your assistance in processing the cancellation and resolving any outstanding matters.

We remain hopeful that circumstances will change, and we can revisit the possibility of hosting an event at [Venue Name] in the future. We hold your venue in high regard, and our decision is solely based on the current situation we find ourselves in.

Thank you once again for your understanding, and we appreciate your prompt attention to this matter. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

We sincerely wish you continued success with your venue, and we hope to have the opportunity to work together under more joyous circumstances in the future.

Warm regards,

[Your Full Name]