

Formal request for booking marriage venue

Subject: Application for Booking of Marriage Hall

Dear [Manager's Name],

I am writing to formally request the booking of your marriage hall for the wedding ceremony of my [son/daughter/relative] scheduled on [date]. We have reviewed the facilities and found them ideal for our event. Kindly confirm the availability of the hall on the mentioned date.

We expect around [number] guests, and we would appreciate details regarding your catering services, decoration options, parking facilities, and payment terms. Please also inform us of any advance deposit required to secure the booking.

I look forward to your confirmation at the earliest convenience.

Warm regards,

[Your Name]

[Contact Information]

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