Preliminary booking request

Subject: Tentative Booking Request for Marriage Venue

Dear [Managerâ€™s Name],

I would like to make a provisional booking for your marriage hall for the dates [mention dates], as we are in the process of finalizing our wedding plans. Please reserve the venue tentatively until our confirmation on [final decision date].

Kindly share your booking terms, cancellation policies, and any refundable deposit requirements.

Once the date is confirmed, we will make the advance payment and complete the necessary formalities.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

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