

Short urgent booking message

Subject: Urgent Request for Hall Booking

Dear [Recipient's Name],

We urgently need to book your marriage hall for a wedding on [date], due to a last-minute venue cancellation. Please confirm if it's available, along with the total cost and advance payment details.

Kindly respond at the earliest as we are short on time.

Regards,

[Your Name]

[Phone Number]

Get more templates here:

<https://www.lettersandtemplates.com/letters/application-format-for-booking-marriage-hall-or-venue>