

Official venue cancellation notice

[Date]

[Venue Manager Name]

[Venue Name]

[Address]

Dear [Manager Name],

RE: Cancellation of Wedding Reception - [Date] - Contract #[Number]

I am writing to formally notify you that we must cancel our wedding reception scheduled for [Date] at your venue due to the termination of our engagement.

Please consider this letter as official notice of cancellation in accordance with the terms outlined in our signed contract dated [Date]. I understand that cancellation fees may apply based on the timing of this notice.

I would appreciate receiving a detailed statement of any charges, fees, or potential refunds based on our contract terms. Please also confirm the cancellation of any additional services we had arranged.

I apologize for any inconvenience this may cause and appreciate your understanding during this difficult time.

Please confirm receipt of this cancellation notice and provide information about next steps.

Sincerely,

[Your full name]

[Signature]

[Contact information]

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