

Business communication for vendor cancellations

Subject: Cancellation of Wedding Services - [Wedding Date]

Dear [Vendor Name],

I am writing to inform you that due to unforeseen circumstances, we need to cancel our wedding scheduled for [Date] and terminate our service agreement effective immediately.

I understand there may be cancellation fees as outlined in our contract, and I am prepared to discuss the financial implications. Please send me a detailed breakdown of any charges that apply.

I would appreciate your assistance in making this process as smooth as possible during what is already a difficult time.

Please confirm receipt of this cancellation notice and provide information about next steps, including any refund procedures or outstanding balances.

Thank you for your understanding and professionalism.

Sincerely,

[Your name]

[Contact information]

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