

Professional cancellation notice to wedding vendors

Subject: Wedding Cancellation - [Wedding Date] - [Couple Names]

Dear [Vendor Name],

We regret to inform you that we must cancel our wedding scheduled for [Date] at [Venue]. Due to unforeseen circumstances, we are no longer able to proceed with our wedding plans.

We understand this may cause inconvenience and appreciate your understanding during this difficult time. Please confirm receipt of this cancellation and advise us of any cancellation fees or refund procedures as outlined in our contract.

We would also appreciate guidance on the timeline for any refunds owed and the return of any deposits made. Please send all correspondence regarding this matter to [Contact Information].

Thank you for your professionalism and support.

Sincerely,

[Names]

[Date]

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