

Formal venue cancellation with contract considerations

Subject: Wedding Cancellation - Contract #[Number] - [Date]

Dear [Venue Manager],

We are writing to formally notify you of the cancellation of our wedding reception scheduled for [Date] at [Venue Name]. As per our signed contract dated [Contract Date], we understand there may be cancellation fees associated with this decision.

We request immediate confirmation of this cancellation and a detailed breakdown of any applicable fees or penalties. Please also confirm the process for any partial refund of our deposit, if applicable according to our contract terms.

We would appreciate receiving all documentation related to this cancellation within [Timeframe] to facilitate our records and any necessary financial arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Full Names]

[Contact Information]

[Date]

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