

Wedding Venue Deposit Refund Request Letter

Date:

Venue Name:

Venue Address:

Attn: Venue Manager

Dear Sir/Madam,

I am writing to formally request a refund of the deposit paid for the reservation of your venue for our wedding, which was scheduled for

Reservation Name:

Reservation Number:

Event Date:

Unfortunately, due to , we are no longer able to proceed with the event as planned. As per the terms and conditions agreed upon at the time of booking, I kindly request the return of our deposit in the amount of

Please let me know if any further information or documentation is needed to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

Name:

Contact Information: