

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Venue/Service Provider Name]
[Venue/Service Provider Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of our wedding event originally scheduled for [original date] at [venue/location].

Due to [brief reason for cancellation, e.g., unforeseen circumstances, personal reasons, etc.], we regret to inform you that we must cancel the event.

We kindly ask you to confirm the cancellation and to review any potential refund of our deposit or payments made. Please let us know if there are any necessary actions we need to take on our side to finalize this process.

Thank you for your understanding and support during this challenging time. We appreciate your assistance and look forward to your prompt response.

Sincerely,
[Your Name]