Request for Refund of a Cancelled Wedding Venue

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver’s Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

On the [Date you booked the venue], we booked your venue, [specify the name of the venue] for our wedding reception which was held on [event date]. A sum of [amount paid] was sent to your organization’s account but unfortunately on the [cancellation date] you cancelled our request, which made us to find a new venue at short notice at an additional cost. However, you are in breach of contract and we therefore request a refund of [amount paid] sent to your account within the next seven days.

Failure to do this will result in further action being taken.

Yours faithfully,

[Your name]