**[Your address]**

**[Venue address]**

Dear Sir/ Madam,

RE: The wedding of **[your names]** on **[date of wedding]**

On the **[date of booking]** we booked your venue for our **[wedding/ reception]** which was held on **[date of wedding].**

We paid **[in full/ a deposit]** of **[£xx].**

On **[date the venue cancelled]** you can cancelled our **[wedding/ reception]**.

This meant we had to find a new venue at short notice at an additional cost of **[£xx].**

Under the Consumer Rights Act 2015 you are in breach of contract and we therefore request a refund of **[£xx]** plus additional expenses of **[£xx]** within the next seven days.

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

Yours faithfully,

**[Your name]**