

Letter to Change Order of Wedding Cards due to Date Change

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

I had placed an order of 500 cards for a wedding ceremony. The order was to be delivered within two weeks. I'm writing to you just after three days of placing the order that I want to change the order details. Due to some unexpected circumstances, the wedding cannot take place on the date provided to you to mention on the cards. We are postponing the wedding ceremony for now. You are requested to hold my order. I shall inform you of the new dates in the coming week. The rest of the order should be kept the same. I only want to change the date the details of which will be given to you soon. Thank you for your services.

Sincerely,

[Your Name]

[Your Title] -Optional-