

EMAIL TEMPLATES

HOW TO TELL PEOPLE YOUR WEDDING IS GOING ON AS PLANNED

Copy and paste the following template if your wedding is still happening:

In these uncertain times, we hope you are hugging your loved ones a little tighter at home and keeping yourselves healthy. We wanted to update you with some information about our upcoming wedding on _____.

As of right now, the wedding is going on as planned. We are working with our vendors to make sure the day is safe and beautiful.

Here are some safety precautions we are putting into place

(Bullet point these items and make them short and to the point. People will likely skim them)

Suggested items to cover

- *The number of guests you are expecting*
- *The precautions the ceremony site is taking*
- *Hand wipes or sanitizers you will have on hand*
- *Precautions the reception site is taking (such as foodservice)*
- *If you are still allowing children to attend*

We also want you to know that if for any reason you cannot attend our wedding we understand. You were invited to our wedding because you are important to us, and our top priority is making sure people feel safe at our celebration.

For the sake of our vendors, please let us know as soon as possible if you feel that you will not be able to attend. And if you are unwell in the days before the wedding, we ask that you stay home to keep the rest of our guests safe.

If you cannot attend, please hold us in your hearts on _____ as we take our vows to each other. This is not how we envisioned entering married life, but we are doing so with an even greater appreciation of life and love.

If there are any other changes, we will contact you as soon as possible.

HOW TO TELL PEOPLE YOUR WEDDING WILL BE POSTPONED

Copy and paste the following template if your wedding is postponed:

We wanted to reach out to you to let you know we've made a difficult decision to postpone our wedding (to date/season)

This was a heartbreaking decision, but not nearly as heartbreaking as the idea of putting our loved ones at risk. When it comes right down to it, a marriage is a commitment of two people, and a wedding is a party that can be rescheduled, so that is the route we have decided to take.

At this time, things are changing rapidly, and we are working with our vendors. There are some unknowns at this point. We will be reaching out as soon as we know more.

In the meantime, hug your loved ones at home a little longer. Be safe and be well.

HOW TO UN-INVITE PEOPLE TO YOUR WEDDING

Copy and paste the following template if you are reducing your guest list and have to "un-invite" guests:

Over the past few days, the world has turned upside down. We've all had to make some really hard decisions, and that includes us.

Due to the ongoing pandemic, we have to reduce our guest list dramatically to adhere to mandated numbers of people gathering so our wedding can go on.

We are so sorry to have to do this, but at this point, we have to cancel the invitation to our _____ wedding.

We hope that you understand that this is a drastic measure we never expected to have to make. We love every single person we invited to our wedding, and this is heartbreaking for us.

(if you are hoping to do a later event)

We are working on having a reception at a later date when the crisis has passed. At this point, things are so uncertain we don't have a firm date, but we will be in touch when we know more.

Please hold us in your hearts on _____ as we take our vows to each other. This is not how we envisioned entering married life, but we are doing so with an even greater appreciation of life and love.

Be well, be safe, and hug your loved ones at home tight. We all need each other right now.
