

SUBJECT: What happens if you reschedule your wedding with me

[insert CLIENT(S) name(s)]

You're receiving this email because you're a client of mine for 2020. If you're like, oh I don't know, 99.9 percent of the world right now, you're probably thinking a lot about coronavirus.

Please don't take this email as "Oh god, it's all over!!! We have to get married in 2035 now." Rather, I'm sending this email because I want you all to know your rights with me as a client.

[As of use to your clients and you, you also include relevant links in this section to the CDC and/or local government announcements specific to group gatherings.]

Per my contract:

- **If you reschedule and I am available for the new wedding date:** [insert what your contract says]
 - **What I wrote:** You pay me the balance two weeks before the new wedding date (vs. two weeks before the previous wedding date).
- **If you reschedule and I'm NOT available for the new wedding date:** [insert what your contract says]
 - **What I wrote:** What you owe me will depend on how much time is left before your original wedding date:
 - **If there are less than two weeks left before your original wedding date and I'm NOT free for the new date,** you've already paid me your final balance and it's non-refundable.
 - **If there are more than two weeks left before your original wedding date and I'm NOT free for the new date,** our work together is done. You don't owe me the final balance and I can't charge you the 50 percent change fee mentioned below.
- **Adapt this next section as it makes sense for your contract and your business:** For all situations except the last one mentioned above, **I charge a 50 percent change fee.** This is basically like having you paying the final installment twice.

I realize that change fee is shitty news on top of an already shitty situation so on the off-chance that you do decide to reschedule your wedding and I'm not free for the new date, let's talk. I value you and want to make this situation as good for all of us as possible.

Please let me know of any questions or concerns. **This email is simply a reference to answer any questions that might be on your mind right now regarding our work together.** Unless we discuss otherwise, our work together will NOT change from the original plan.

Thanks for your time and onward we go.

Best,
[your name]

Template created by [Elisabeth Kramer](#), Day-Of Wedding Coordinator