

Wedding Venue Final Details Confirmation

Dear [Venue Coordinator's Name],

We hope this message finds you well. We are writing to confirm the final details for our upcoming wedding on [Wedding Date] at [Venue Name].

Event Details

- **Event Date:** [Wedding Date]
- **Event Start Time:** [Start Time]
- **Event End Time:** [End Time]
- **Guest Count:** [Number of Guests]

Logistics

Setup Time: [Setup Time]

Catering Arrangements: [Catering Details]

Vendor Information: [Details about any vendors]

Additional Requests

[Any special requests or notes you would like to add]

Thank you for your assistance in making our wedding day special. We appreciate your attention to these final details and look forward to working together.

Best regards,

[Your Names]

[Your Contact Information]