

# Meeting Space Booking Confirmation

Dear [Guest Name],

We are pleased to confirm your booking for the meeting space at [Venue Name]. Below are the details of your reservation:

- **Booking ID:** [Booking ID]
- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Room Name/Number]
- **Contact Person:** [Contact Name]

Please let us know if you need any additional services or have specific requirements prior to your meeting.

Thank you for choosing [Venue Name]. We look forward to hosting your event!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]