

Room Allocation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

We are pleased to confirm the allocation of rooms for your upcoming corporate event scheduled on [Event Date]. Below are the details of the room allocations:

Room Name	Capacity	Time
[Room 1 Name]	[Room 1 Capacity]	[Room 1 Time]
[Room 2 Name]	[Room 2 Capacity]	[Room 2 Time]

Please let us know if you require any additional services or have specific requests. We look forward to assisting you with a successful event.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]