

Exercise Room Confirmation Notice

Date: [Date]

Dear [Recipient's Name],

This is to confirm your reservation for the exercise room.

Reservation Details:

- **Room:** [Room Name/Number]
- **Date:** [Reservation Date]
- **Time:** [Start Time] to [End Time]

Please arrive 10 minutes early to check in. If you have any questions, feel free to contact us at [Contact Information].

Thank you for choosing our facilities. We look forward to seeing you!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]