

Facility Reservation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Organization's Name]

Subject: Confirmation of Facility Reservation

Dear [Recipient's Name],

We are pleased to confirm your reservation for the physical activity facility at [Facility Name]. Below are the details of your reservation:

- **Date of Reservation:** [Insert Date]
- **Time of Reservation:** [Insert Time]
- **Facility Location:** [Insert Location]
- **Capacity:** [Insert Capacity]

Please arrive at least 15 minutes before your scheduled time to ensure a smooth check-in process. If you have any questions or need to make changes to your reservation, feel free to contact us at [Insert Contact Information].

Thank you for choosing [Your Organization's Name]. We look forward to welcoming you!

Sincerely,
[Your Name]
[Your Title]
[Your Organization's Name]