

# Workspace Booking Confirmation

Dear [Recipient's Name],

We are pleased to confirm your booking for our collaborative workspace on [Date] from [Start Time] to [End Time].

## Booking Details:

- **Workspace Location:** [Location]
- **Number of Participants:** [Number]
- **Facilities Included:** [List of Facilities]

If you have any special requirements or need to adjust your booking, please do not hesitate to contact us at [Contact Information].

We look forward to welcoming you!

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]