

Private Function Reservation Confirmation

Dear [Recipient's Name],

We are pleased to confirm your reservation for a private function at [Venue Name] on [Date] at [Time].

Details of your reservation are as follows:

- Event Type: [Type of Event]
- Number of Guests: [Number]
- Menu Selection: [Menu Details]
- Duration: [Duration]

Please let us know if you have any special requests or require further assistance.

We look forward to hosting your event!

Best Regards,

[Your Name]
[Your Position]
[Venue Name]
[Contact Information]