

Tenant Clubroom Reservation Confirmation

Dear [Tenant's Name],

We are pleased to confirm your reservation for the clubroom at [Property Name]. Below are the details of your booking:

- **Date:** [Reservation Date]
- **Time:** [Start Time] to [End Time]
- **Purpose:** [Event/Meeting Description]
- **Number of Guests:** [Estimated Number of Guests]

Please ensure that the clubroom is left clean and tidy after your reservation. If you have any special requests or require additional equipment, do not hesitate to reach out.

Thank you for choosing our facility. We hope you have a wonderful gathering!

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

Contact us at [Phone Number] or [Email Address] for any inquiries.