

Hospitality Room Reservation Confirmation

Dear [Recipient's Name],

We are pleased to confirm your reservation for the hospitality room at our venue for the upcoming charity event.

Reservation Details:

- **Event Name:** [Event Name]
- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Venue Name and Address]
- **Room Details:** [Room Name/Number]
- **Capacity:** [Number of People]

Additional Information:

Please let us know if you require any special arrangements, catering options, or audio-visual equipment. We are here to assist you in making this event a success.

Thank you for choosing us for your charity event. We look forward to hosting you and contributing to your noble cause.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]