

Hospitality Room Reservation Confirmation

Dear [Recipient's Name],

We are pleased to confirm your reservation for a hospitality room for your upcoming corporate event. Below are the details of your reservation:

Event Name: [Event Name]

Event Date: [Event Date]

Time: [Start Time] - [End Time]

Room Name: [Room Name]

Capacity: [Number of Guests]

Contact Person: [Your Name]

Contact Details: [Your Phone Number] | [Your Email]

If you have any questions or need to make changes to your reservation, please do not hesitate to contact us.

Thank you for choosing us for your event. We look forward to serving you!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]