

Reservation Confirmation

Dear [Family Name],

We are pleased to confirm your reservation for our hospitality room for your upcoming family gathering.

Reservation Details:

- **Event Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Number of Guests:** [Number]
- **Room Location:** [Room Name/Number]

If you have any special requests or need further assistance, please do not hesitate to reach out to us.

Thank you for choosing our facility for your family gathering. We look forward to welcoming you!

Best regards,

[Your Name]

[Your Position]

[Facility Name]

[Contact Information]