

Confirmation of Your Hospitality Room Reservation

Dear [Recipient's Name],

Thank you for choosing [Venue Name] for your special occasion. We are pleased to confirm your reservation for the hospitality room as detailed below:

Reservation Details:

Date: [Date]

Time: [Start Time] - [End Time]

Number of Guests: [Number of Guests]

Room Name: [Room Name]

Services Included:

- Complimentary refreshments
- AV equipment
- Event setup and breakdown

If you have any additional requests or require further assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to making your event memorable!

Best regards,
[Your Name]
[Your Position]
[Venue Name]