

Reservation Confirmation

Dear [Guest Name],

We are pleased to confirm your reservation for the hospitality room as follows:

- **Date:** [Workshop Date]
- **Time:** [Start Time] to [End Time]
- **Room Name:** [Room Name]
- **Number of Participants:** [Number]
- **Contact Person:** [Contact Name]

We look forward to welcoming you and providing an excellent experience during your workshop. If you have any special requests or need further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Hotel/Organization Name]

[Contact Information]