

# Exclusive Cocktail Reception Confirmation

Dear [Guest's Name],

We are pleased to confirm your attendance at our exclusive cocktail reception on [date] at [time].  
The event will take place at [venue/location].

Please find the details of the event below:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Location]
- **Dress Code:** [Dress Code]

We kindly ask you to RSVP by [RSVP deadline] if your plans change. Your presence is highly anticipated.

Thank you, and we look forward to an enjoyable evening.

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