

Event Space Reservation Confirmation

Dear [Client's Name],

Thank you for choosing [Hotel Name] for your upcoming workshop. We are pleased to confirm your reservation for our event space.

Reservation Details

- **Event Name:** [Workshop Title]
- **Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Number of Participants:** [Expected Attendance]
- **Room Type:** [Room Name or Type]
- **Special Requirements:** [Any Additional Requests]

Please feel free to reach out to us if you have any questions or require further assistance. We look forward to hosting your workshop and ensuring it is a great success!

Best Regards,
[Your Name]
[Your Position]
[Hotel Name]
[Contact Information]