

Venue Confirmation for Business Conference

Date: [Insert Date]

[Hotel Name]

[Hotel Address]

Dear [Recipient's Name],

We are pleased to confirm your reservation for the upcoming Business Conference scheduled on [Conference Date(s)]. Below are the details of your venue booking:

- **Conference Name:** [Conference Name]
- **Date:** [Conference Date(s)]
- **Time:** [Start Time] to [End Time]
- **Venue/Room:** [Room Name/Number]
- **Number of Attendees:** [Expected Number]
- **Facilities Included:** [List of Facilities]

Please do not hesitate to reach out if you have any special requests or require further assistance. We look forward to hosting your business conference.

Thank you for choosing [Hotel Name].

Sincerely,

[Your Name]

[Your Position]

[Hotel Name]

[Contact Information]