

# Event Hospitality Arrangement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm the hospitality arrangements for the upcoming corporate gathering scheduled for [Event Date] at [Event Venue]. Below are the details of the arrangements made:

## Event Details:

- **Event Name:** [Event Name]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue Name and Address]

## Catering Arrangements:

- **Menu:** [Brief Description of Menu]
- **Guest Count:** [Number of Guests]
- **Special Dietary Requirements:** [Any special requests]

## Additional Amenities:

- **Audio/Visual Equipment:** [Details]
- **Seating Arrangements:** [Details]
- **Parking and Transportation:** [Details]

If you have any further questions or require additional changes, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address]. We look forward to making your event a great success!

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]