

Event Logistics Confirmation

Dear [Recipient's Name],

We are pleased to confirm the logistics for the upcoming product launch event scheduled for [Date] at [Venue]. Below are the details:

Event Details:

- **Event Date:** [Date]
- **Event Time:** [Start Time] to [End Time]
- **Venue:** [Venue Name, Address]
- **Expected Attendees:** [Number of Attendees]

Logistical Arrangements:

- **Setup Time:** [Setup Start Time]
- **Audio/Visual Equipment:** [Details]
- **Catering:** [Details]
- **Transportation:** [Details]
- **Event Coordinator:** [Coordinator's Name and Contact Info]

If there are any changes or additional requirements, please do not hesitate to contact us at [Your Contact Information]. We look forward to a successful event!

Best regards,

[Your Name]
[Your Position]
[Your Company]