

# Event Logistics Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

[Your Organization]

---

Dear [Recipient Name],

We are pleased to confirm the logistics for the upcoming sports tournament scheduled for [Event Date]. Below are the details:

## Event Details:

- **Event Name:** [Tournament Name]
- **Date:** [Event Date]
- **Location:** [Venue Name, Address]
- **Start Time:** [Start Time]
- **End Time:** [End Time]

## Logistics Information:

- **Setup Time:** [Setup Date and Time]
- **Participants:** [Number of Teams/Players]
- **Equipment Required:** [List of Equipment]
- **Contact Person:** [Your Contact Information]

Please confirm the receipt of this confirmation and feel free to reach out if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]