

Event Logistics Confirmation

Date: [Wedding Date]

Dear [Client's Name],

We are pleased to confirm the logistics for your upcoming wedding reception at [Venue Name]. Below are the important details for your event:

Event Details

- **Event Date:** [Wedding Date]
- **Event Time:** [Start Time] - [End Time]
- **Venue Address:** [Venue Address]
- **Number of Guests:** [Estimated Number of Guests]

Logistics Overview

- **Catering:** [Catering Company Name & Contact]
- **Seating Arrangements:** [Details]
- **Audio/Visual Equipment:** [Details]
- **Decorations:** [Details]
- **Staffing:** [Details]

Contact Information

If you have any questions or require further assistance, please do not hesitate to contact us:

Contact Person: [Contact Name]

Phone: [Contact Phone Number]

Email: [Contact Email]

Thank you for choosing us to help make your wedding day special. We look forward to working with you!

Sincerely,
[Your Name]
[Your Company Name]