

# Venue Booking Confirmation

Date: [Insert Date]

Dear [Family Reunion Organizer's Name],

We are pleased to confirm your booking for the family reunion at [Venue Name]. Below are the details of your reservation:

- **Venue Address:** [Venue Address]
- **Date of Event:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Number of Guests:** [Expected Number of Guests]
- **Facilities Included:** [List of Facilities]

Please review the details and let us know if you have any questions or require further assistance.

We look forward to hosting your family reunion!

Best regards,

[Your Name]

[Your Position]

[Venue Name]

[Contact Information]