

Venue Booking Confirmation

Dear [Recipient's Name],

We are pleased to confirm that your booking for the seminar/workshop has been successfully received. Below are the details of your booking:

- **Event Name:** [Event Name]
- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Venue Name]
- **Address:** [Venue Address]
- **Contact Person:** [Contact Name]
- **Contact Number:** [Contact Number]

Please let us know if you need any additional services or resources for your event. We look forward to hosting your seminar/workshop.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]