

# Talent Booking Acknowledgment

Date: [Insert Date]

To: [Talent Name]

From: [Your Company/Organization Name]

Subject: Acknowledgment of Talent Booking

Dear [Talent Name],

We are pleased to acknowledge the booking of your talent for [Event Name] on [Event Date].

The details of the booking are as follows:

- **Event Name:** [Insert Event Name]
- **Date:** [Insert Event Date]
- **Location:** [Insert Event Location]
- **Time:** [Insert Event Time]
- **Fee:** [Insert Fee Agreement]

Please confirm your availability for the aforementioned details. We look forward to working with you and creating a successful event together.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]