

Venue Confirmation for Event Opening Ceremony

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

We are pleased to confirm the reservation of your venue for our upcoming Opening Ceremony scheduled for [Insert Event Date]. We appreciate your assistance in making our event a success.

Details of the reservation are as follows:

- **Event:** Opening Ceremony
- **Date:** [Insert Event Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Number of Guests:** [Insert Expected Number]
- **Setup Requirements:** [Insert Setup Details]

Please let us know if you need any further information or if there are any specific requirements we should be aware of prior to the event. We look forward to working closely with you to ensure a successful ceremony.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]