

Confirmation of Hospitality Suite Allocation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the allocation of the hospitality suite for your upcoming product launch event scheduled for [Insert Event Date].

Details of the Hospitality Suite:

- **Location:** [Insert Location]
- **Suite Number:** [Insert Suite Number]
- **Duration:** [Insert Duration]
- **Facilities:** [Insert Facilities]

Please feel free to reach out if you have any specific requirements or further questions. We look forward to making your event a memorable one!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]