

# Facility Reservation Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Thank you for your reservation request for our facility. We are pleased to confirm your reservation for the following:

- **Facility:** [Facility Name]
- **Date:** [Reservation Date]
- **Time:** [Reservation Time]
- **Number of Guests:** [Number of Guests]

Please note that in order to ensure a smooth event, we kindly ask you to review our policies attached with this letter.

Should you have any questions or require further assistance, please do not hesitate to contact us.

We look forward to hosting your event.

Best regards,

[Your Name]

[Your Position]

[Facility Name]

[Contact Information]