

# Event Space Booking Confirmation

Dear [Client's Name],

Thank you for choosing [Venue Name] for your upcoming event. We are pleased to confirm your booking as follows:

## Event Details

- **Event Date:** [Event Date]
- **Event Time:** [Start Time] to [End Time]
- **Number of Guests:** [Number of Guests]
- **Room/Space Reserved:** [Room/Space Name]

## Next Steps

Please review the details above and contact us if any corrections are needed. We will follow up with you [mention any follow-up action, e.g., a week before the event].

If you have any questions or require further assistance, feel free to reach out to us at [Contact Information].

We look forward to hosting your event!

Best Regards,

[Your Name]  
[Your Title]  
[Venue Name]  
[Contact Information]