

Reservation Confirmation

Dear [Guest's Name],

We are pleased to confirm your reservation for the Holiday Party.

Date: [Date of the Event]

Time: [Start Time] to [End Time]

Venue: [Venue Name]

Number of Guests: [Total Guests]

Should you have any questions or need to make changes to your reservation, please do not hesitate to contact us.

We look forward to celebrating with you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]