

Meeting Space Reservation Confirmation

Dear [Recipient's Name],

We are pleased to confirm your reservation for the meeting space as follows:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Meeting Space Address or Room Name]
- **Attendees:** [Number of Attendees]
- **Facilities:** [List of Facilities, e.g., projector, whiteboard, etc.]

If you have any further questions or need to make adjustments, please do not hesitate to contact us.

Thank you, and we look forward to your meeting!

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]