

# Wedding Venue Agreement Confirmation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

We are pleased to confirm your reservation for the wedding venue. Details of the arrangement are as follows:

## Venue Details

- Venue Name: [Venue Name]
- Date of Event: [Event Date]
- Time: [Start Time] to [End Time]
- Guest Count: [Number of Guests]

## Payment Details

- Total Venue Fee: [Amount]
- Deposit Paid: [Amount]
- Remaining Balance: [Amount]

Please review the details and confirm your acceptance by signing below and returning this letter by [Deadline Date].

Thank you for choosing [Venue Name]. We look forward to hosting your special day!

Sincerely,

[Your Name]

[Your Position]

[Venue Name]

[Contact Information]

## Acceptance

I, [Client's Name], accept the terms of this agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_