

Wedding Venue Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Venue Manager's Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Venue Manager's Name],

I am writing to confirm the reservation of [Venue Name] for our wedding on [Wedding Date]. We are excited to celebrate our special day at your beautiful venue.

As per our agreement, we have reserved the venue from [Start Time] to [End Time]. Please find the details below:

- Number of Guests: [Expected Guests]
- Catering: [Catering Details]
- Setup Time: [Setup Time Details]
- Contact Person on the Event Day: [Name & Contact]

If you need any further information or documentation from our side, please do not hesitate to reach out.

Thank you for your assistance. We look forward to working with you to make our wedding day unforgettable!

Sincerely,

[Your Name]