

Wedding Venue Hire Confirmation

Dear [Client's Name],

We are pleased to confirm your wedding venue hire at [Venue Name] on [Date]. We are excited to host your special day and ensure it is everything you envision.

Details of Your Booking:

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

A deposit of [Amount] has been received, and the remaining balance of [Amount] is due by [Due Date].

If you have any questions or require further assistance, please feel free to reach out to us.

Thank you for choosing [Venue Name]! We look forward to making your wedding day unforgettable.

Best regards,

[Your Name]

[Your Position]

[Venue Name]

[Contact Information]