

Group Booking Arrangement

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your group booking arrangement with us. Below are the details of your reservation:

Booking Details:

- **Group Name:** [Group Name]
- **Event Date:** [Event Date]
- **Number of Guests:** [Number of Guests]
- **Venue:** [Venue Name and Address]
- **Total Cost:** [Total Cost]
- **Deposit Paid:** [Deposit Amount]
- **Balance Due:** [Balance Amount]

Please ensure that the final balance is settled before the event date. Should you have any questions or require further assistance, feel free to contact us at [Contact Number] or [Email Address].

Thank you for choosing [Your Company Name] for your group booking. We look forward to making your event a success!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Number]

[Email Address]