

# Venue Booking Acceptance

Dear [Client's Name],

We are pleased to inform you that your inquiry for booking our venue on [Date] has been successfully accepted.

Details of your booking are as follows:

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

Please confirm your acceptance of this booking by [Confirmation Deadline]. A formal contract and invoice will follow upon your confirmation.

Thank you for choosing us for your event. We look forward to hosting you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]