

Acknowledgment of Facility Reservation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to acknowledge the receipt of your facility reservation request for [Facility Name] on [Reservation Date]. We appreciate your interest in using our facilities.

Your request is currently being processed, and you will receive a confirmation within [number of days] business days. Should there be any issues or should we need further information, we will contact you at the number or email you provided.

Thank you for choosing [Facility Name]. We look forward to hosting you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]