

Confirmation of Facility Use Application

Date: [Insert Date]

To: [Applicant's Name]

[Applicant's Address]

Dear [Applicant's Name],

We are pleased to inform you that your application for the use of [Facility Name] has been successfully approved. The details of your reservation are as follows:

- **Facility Name:** [Facility Name]
- **Date of Use:** [Date]
- **Time:** [Start Time] to [End Time]
- **Purpose of Use:** [Purpose]
- **Number of Participants:** [Number]

Please ensure that all rules and regulations pertaining to the facility are followed during your use of the space. If you have any questions or require further assistance, do not hesitate to contact us at [Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]