

Event Room Reservation Confirmation

Dear [Recipient's Name],

We are pleased to confirm your reservation for the workshop titled "[Workshop Title]" on [Date]. Below are the details of your reservation:

Reservation Details

- **Event:** [Workshop Title]
- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Room Name/Number]
- **Capacity:** [Number of Attendees]

Please ensure to arrive at least 30 minutes prior to the start time for setup. If you have any special requirements, feel free to let us know in advance.

Thank you for choosing our facility for your event. We look forward to hosting your workshop!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]