

# Event Space Reservation Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your reservation of [Event Space Name] for the upcoming charity gala hosted by [Charity Organization Name]. Below are the details of your reservation:

- **Event Date:** [Insert Event Date]
- **Event Time:** [Insert Event Time]
- **Location:** [Insert Address]
- **Expected Number of Guests:** [Insert Number]

We are delighted to support [Charity Organization Name] in its mission to [briefly describe the charity's mission]. If you have any specific requirements or need assistance with arrangements, please do not hesitate to reach out.

Please confirm your acceptance of this reservation by [Insert Confirmation Deadline]. We look forward to hosting this wonderful event.

Best regards,

[Your Name]

[Your Position]

[Event Space Name]

[Contact Information]