

# Meeting Room Booking Confirmation

Dear [Recipient's Name],

We are pleased to confirm your booking for the meeting room at [Business Center Name]. Below are the details of your reservation:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Room:** [Room Name/Number]
- **Number of Attendees:** [Number]
- **Setup Type:** [Setup Type]

If you require any additional services or have special requests, please let us know.

Thank you for choosing [Business Center Name]. We look forward to hosting your meeting!

Best regards,  
[Your Name]  
[Your Position]  
[Business Center Name]  
[Contact Information]