

Private Dining Reservation Reminder

Dear [Guest's Name],

This is a friendly reminder of your upcoming private dining reservation.

Date: [Reservation Date]

Time: [Reservation Time]

Location: [Restaurant Name and Address]

Number of Guests: [Number of Guests]

If you have any special requests or need to make adjustments to your reservation, please do not hesitate to contact us at [Contact Information].

We look forward to serving you and hope you enjoy your dining experience!

Best regards,

[Your Name]

[Your Position]

[Restaurant Name]

[Contact Information]