

# Event Space Reservation Confirmation

Dear [Guest Name],

Thank you for reserving our event space. Here are your reservation details:

|                  |  |
|------------------|--|
| Event Name       |  |
| Date             |  |
| Time             |  |
| Venue            |  |
| Number of Guests |  |
| Contact Person   |  |
| Contact Number   |  |

If you have any questions or need to make changes to your reservation, please contact us.

We look forward to hosting your event!

Best regards,  
Event Space Management Team