

Reservation Endorsement Letter

Date:

To,

Subject: Reservation Endorsement

Dear ,

This letter is to formally endorse the reservation made by for the following:

- Reservation Date:
- Number of People:
- Venue:
- Other Details:

We confirm that all details provided are accurate and the reservation has been endorsed by our office. Please proceed accordingly.

For any questions, please contact us at .

Sincerely,