

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [Event/Booking/Arrangement]

We are pleased to confirm your [event/booking/arrangement] with us on [date] at [location]. The details are as follows:

- Date: [Date]

- Time: [Time]

- Number of Participants: [Number]

- Venue: [Venue]

- Special Requirements: [Any special instructions or requests]

Please feel free to reach out if you have any questions or need further assistance. We look forward to welcoming you.

Thank you for choosing [Your Company Name].

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]