

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of [Event/Reservation/Meeting]

We are pleased to confirm your [event/reservation/meeting] scheduled for [Date] at [Location/Facility] in Wuhan.

Details of your [event/reservation/meeting] are as follows:

- \*\*Date:\*\* [Date]
- \*\*Time:\*\* [Start Time] - [End Time]
- \*\*Location:\*\* [Venue/Address]
- \*\*Participants:\*\* [Names/Titles]
- \*\*Agenda or Purpose:\*\* [Brief Description]

Please let us know if you have any special requirements or need further assistance prior to the [event/reservation/meeting].

We look forward to welcoming you to Wuhan.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]