

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position or Title, if applicable]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

**Subject: Confirmation of Reservation**

Dear [Recipient's Name],

I am writing to confirm my reservation as detailed below:

Reservation Number: [Reservation Number]  
Date of Reservation: [Reservation Date]  
Time: [Reservation Time, if applicable]  
Number of Guests: [Number of Guests]  
Venue/Room: [Venue/Room Name or Number, if applicable]

Please let me know if any further action or information is required.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position, if applicable]