

[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]