

Banquet Venue Booking Acknowledgement Letter

Date: _____

To,
Mr./Ms. _____
Address: _____
Contact No: _____

Subject: Acknowledgement of Banquet Venue Booking

Dear Mr./Ms. _____,

This is to acknowledge the receipt of your booking request for our banquet venue. We are pleased to confirm the provisional reservation of the venue as per the following details:

Event Name : _____
Date of Event : _____
Time : _____
Number of Guests : _____
Venue Name : _____

Kindly review the above details and contact us in case of any corrections or clarifications. Please note that final confirmation of the booking is subject to receipt of the required deposit and fulfillment of terms and conditions.

Thank you for choosing our venue for your event. We look forward to serving you and making your occasion memorable.

Sincerely,

Authorized Signature
Banquet Manager
Contact: _____