

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
From: \_\_\_\_\_  
Subject: Dining Reservation Acknowledgment

Dear \_\_\_\_\_,

We are pleased to confirm your dining reservation at our establishment. Below are the details of your reservation:

- **Name:** \_\_\_\_\_
- **Date and Time:** \_\_\_\_\_
- **Number of Guests:** \_\_\_\_\_
- **Special Requests:** \_\_\_\_\_

We look forward to welcoming you and providing an enjoyable dining experience. Should you have any changes or special requirements, please feel free to contact us at your convenience.

Thank you for choosing our restaurant.

Sincerely,

\_\_\_\_\_  
Reservation Team

\_\_\_\_\_  
Contact Information