

# Reservation Letter for Birthday Celebration

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**Jane Smith**

**789 Elm Street**

**Springfield, IL 62704**

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**217-555-7890**

**November 12, 2024**

**Maple Grove Event Hall**

**1012 Maple Avenue**

**Springfield, IL 62704**

Dear Ms. Lisa Green,

I am reaching out to reserve Maple Grove Event Hall for a special birthday celebration in honor of my husband, John Smith, who will be celebrating his 50th birthday. We chose your venue due to its beautiful garden and excellent facilities for hosting memorable events.

## **Event Details:**

- **Type of Event:** Birthday Celebration
- **Date of Event:** June 25, 2025
- **Start Time:** 5:00 PM
- **End Time:** 10:00 PM
- **Expected Number of Guests:** 75

Please let me know if the venue is available on this date and provide information regarding the rental costs, deposit requirements, and amenities included (e.g., seating

arrangements, audio/visual equipment). Additionally, information about your catering services or policies regarding outside food and drink would be greatly appreciated.

If possible, I would like to visit the venue to discuss the event layout and any specific decoration guidelines or restrictions. Could we arrange a meeting on December 10, 2024, at 3:00 PM?

Thank you for assisting with the arrangements for this special occasion. I look forward to your prompt response so we can confirm the details and begin planning an unforgettable celebration.

Sincerely,

**Jane Smith**