

Reservation Letter for a Venue

John Doe

123 Main Street

Anytown, CA 90210

john.doe@email.com

555-123-4567

November 12, 2024

Sunset Event Center

456 Sunset Blvd

Anytown, CA 90210

Dear Ms. Emily White,

I am writing to express my interest in reserving the Sunset Event Center for our upcoming corporate awards ceremony. We are excited about the possibility of hosting our event at your venue, known for its spacious interiors and state-of-the-art facilities.

Event Details:

- **Type of Event:** Corporate Awards Ceremony
- **Date of Event:** March 15, 2025
- **Start Time:** 6:00 PM
- **End Time:** 11:00 PM
- **Expected Number of Guests:** 150

Please confirm the availability of the venue on this date and provide details regarding the rental fee, deposit requirements, and included amenities (e.g., seating, audio/visual equipment, parking). We would also appreciate information about any restrictions or guidelines we should be aware of, including catering options and decoration policies.

If available, we would like to schedule a tour of the venue on December 5, 2024, at 2:00 PM, to further discuss the event requirements and finalize the details.

Thank you for considering our request. I look forward to your prompt reply so we can proceed with the necessary arrangements. Please contact me directly at 555-123-4567 or john.doe@email.com.

Sincerely,

John Doe