

Corporate tone for employee wedding event

Subject: Request for Hall Booking for Employee Wedding Event

Dear [Venue Manager's Name],

On behalf of [Company Name], I would like to request the booking of your marriage hall on [date] for the wedding ceremony of our esteemed colleague, [Employee's Name]. The event will be attended by company officials and guests totaling around [number].

Please share the venue's availability, pricing details, and facilities offered, including audio-visual setup and dining arrangements. We will proceed with the advance payment once the booking is confirmed.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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