Sample Event Venue Reservation Approval Letter

[Your Name]

[Your Title]

[Event Planning Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Event Organizer's Name]

[Event Organizer's Address]

[City, State, ZIP Code]

Dear [Event Organizer's Name],

Subject: Event Venue Reservation Approval

I am pleased to inform you that your request for the reservation of [Venue Name] for the [Event Name] has been approved. Your event concept and plan align well with our venue's capacity and offerings.

Please review the attached event venue reservation approval details, including reservation dates, terms, and any necessary setup instructions. If you have any questions or need further information, please contact our event planning department.

We wish you a successful and memorable event at [Venue Name].

Best regards,

[Your Name]

[Your Title]