

Provisional Booking Confirmation Letter

Subject: Provisional Booking Confirmation " [Service/Event Name]

Dear [Customer Name],

This letter confirms the provisional booking of [Service/Event Name] on [Date]. Your provisional booking details:

- Booking Reference: [Booking Reference Number]
- Date & Time: [Date & Time]
- Location: [Venue or Service Address]
- Status: Provisional

Kindly confirm your booking by [Confirmation Deadline] to secure your slot. Contact us at [Contact Information] for any queries.

Thank you,

[Company Name]

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