

Formal Reservation Confirmation Request Letter

Subject: Confirmation of Reservation Request

Dear [Manager Name],

I recently submitted a request for reservation of [Room/Table/Facility] on [Date]. I kindly request confirmation of the booking at your earliest convenience.

This will allow me to finalize my plans and make any necessary arrangements. Thank you for your prompt attention.

Sincerely,

[Your Name]

[Contact Details]

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