

## Letter to Confirm a Class Reservation

**[Your Name]**

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

**[Subject: Subject of Letter]** -optional

Dear [recipient's name],

Greetings, this letter has been written in reference to your application to attend our summer class of geography. Your application was received before time and since the admission was on the basis of first come first get, we are pleased to inform you that you have been selected for the course. This is a confirmation letter for your class reservation and to give you all the necessary details about the course. The commencement of classes is from 8<sup>th</sup> of this month. You are supposed to bring the copy of the following documents (mention the list of required documents) with your pictures. Since there are many other applicants kept on the waiting list, you must attend the orientation ceremony otherwise; your name will be deducted from the list of the candidates. An invoice of the dues to be submitted has been sent to you by email. We wish you good luck and hope to see you next week.

Thank you very much.

Yours Sincerely,

**[Your Name]**