

Event Confirmation and Payment Details email Example

Below is an example of an email that can be modified and used to confirm a booking request and ask for payment.

IBM Club Member Name,

I'm pleased to tell you that I can now confirm nn adult places and nn child place for you on the ***Name of Event*** on ***Date***. The ***event type*** will begin at approx 2pm and end at approx 3:45pm.

If required Further details on the joining instructions for this event will be emailed to you when the tickets are issued, probably in mid September.

Payment is now required to secure your tickets. Please can you pay £nn (***Full Amount***) by BACs transfer, using our **bank details** below and "HoP" as the reference.

Sort code **60-83-01**
Account Number **20316486**

Please remember to advise me by email once this transaction has been submitted, otherwise you will find me chasing you for payment!

Alternatively you can pay by cheque, made payable to "IBM Club London West" putting the reference of "HoP" on the reverse and posted to the following address:-

IBM Club London West
31N Bedfont Lakes
Feltham, Middx TW14 8HB

A reminder of our Terms and Conditions for ticket purchases...

Tickets ordered and confirmed by the club constitute a commitment to buy on your part. Payment is required within 5 DAYS of confirmation please.

Neither IBM nor the IBM Club are responsible for tickets that are lost through the mail.

Regards, ***Organiser's Name***