

OFFICIAL ROOM RESERVATION REQUEST LETTER

[University Letterhead]

Date: _____

To:

Room Administration Office

[University Name]

Subject: Room Reservation Request

Dear Sir/Madam,

I, _____ (Full Name), hereby request the use of the following room:

Room: _____

Date: _____

Time: _____ to _____

Purpose: _____

Contact Information:

Email: _____

Phone: _____

I attach this official request letter as supporting documentation.

Sincerely,

(Signature)