

# **Room Reservation Request Letter**

Casal Campus — Congressional Area

**Date:** November 16, 2025

**To:** Congressional Area

**Reservation Date:** November 17, 2025

Good day!

I **yabut, jiro** would like to request a reservation for **Congressional Area** on **november 17, 2025** from **8:52 AM** to **8:52 PM**. The purpose of using the room is for **basketball**.

Here are the details of my request:

- **Requester Name:** jiro yabut
- **Department:** Computer Engineer
- **Room Requested:** Congressional Area
- **Date & Time:** November 17, 2025, 8:52 a.m. – 8:52 p.m.
- **Purpose:** basketball

I kindly request your approval for this reservation. Please let me know if there are any additional requirements or documents needed.

Thank you for your time and consideration.

Sincerely,

**jiro yabut**

**2310069**

**mcjyabut@tip.edu.ph**