

Official Room Reservation Letter

Arlegui Campus — Collaboration Room 2-A

Date: October 27, 2025

To: Collaboration Room 2-A

Reservation Date:

Good day!

I **Yabut, Christian Jiro** would like to request a reservation for **Collaboration Room 2-A** on from to . The purpose of using the room is for **d2ead**.

Here are the details of my request:

- **Requester Name:** Christian Jiro Yabut
- **Department:** Computer Engineer
- **Room Requested:** Collaboration Room 2-A
- **Date & Time:** , 11:57 – 23:58
- **Purpose:** d2ead

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,

Christian Jiro Yabut

2310069

mcjyabut@tip.edu.ph