

# Official Room Reservation Letter

Casal Campus — PE Center

**Date:** November 2, 2025

**To:** PE Center

**Reservation Date:** November 4, 2025

Good day!

I **Yabut, Christian Jiro** would like to request a reservation for **PE Center** on **november 4, 2025** from **10:30 AM** to **1:39 PM**. The purpose of using the room is for **basketball**.

Here are the details of my request:

- **Requester Name:** Christian Jiro Yabut
- **Department:** Computer Engineer
- **Room Requested:** PE Center
- **Date & Time:** November 4, 2025, 10:30 a.m. – 1:39 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,

**Christian Jiro Yabut**

**2310069**

**mcjyabut@tip.edu.ph**