

Official Room Reservation Approval Letter

Arlegui Campus — Collaboration Room 1-A

APPROVAL CODE: APPR0002

Date: November 5, 2025

To: Collaboration Room 1-A

Reservation Date: November 15, 2025

Good day!

I , would like to request a reservation for **Collaboration Room 1-A** on **november 15, 2025** from **1:38 AM** to **1:38 PM**. The purpose of using the room is for **DAWDASESE**.

Here are the details of my request:

- **Requester Name:**
- **Department:**
- **Room Requested:** Collaboration Room 1-A
- **Date & Time:** November 15, 2025, 1:38 a.m. – 1:38 p.m.
- **Purpose:** DAWDASESE

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,