

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