

Official Room Reservation Letter

Casal Campus — PE Annex

Date: October 27, 2025

To: PE Annex

Dear Sir / Madam,

I, **jiroyabut**, would like to request a reservation for **PE Annex** on from **11:27** to **23:27**.
The purpose of using the room is for ,

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 kind consideration.

Sincerely,

jiroyabut