

# Official Room Reservation Letter

Casal Campus — Collaboration Room 1-C

**Date:** October 27, 2025

**To:** Collaboration Room 1-C

Good day!

I , would like to request a reservation for **Collaboration Room 1-C** on from **11:44** to **23:44**. The purpose of using the room is for **aaral**.

Here are the details of my request:

- **Requester Name:**
- **Department:**
- **Room Requested:** Collaboration Room 1-C
- **Date & Time:** , 11:44 – 23:44
- **Purpose:** aaral

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,