

# Official Room Reservation Approval Letter

Casal Campus — Collaboration Room 1-C

**APPROVAL CODE: APPR0001**

**Date:** November 5, 2025

**To:** Collaboration Room 1-C

**Reservation Date:** November 15, 2025

Good day!

I , would like to request a reservation for **Collaboration Room 1-C** on **november 15, 2025** from **1:30 AM to 1:30 PM**. 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:** November 15, 2025, 1:30 a.m. – 1:30 p.m.
- **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,