

Official Room Reservation Letter

Arlegui Campus — Collaboration Room 1-A

Date: November 5, 2025

To: Collaboration Room 1-A

Reservation Date: November 13, 2025

Good day!

I **Yabut, Christian Jiro** would like to request a reservation for **Collaboration Room 1-A** on **november 13, 2025** from **7:45 AM to 7:45 PM**. The purpose of using the room is for **aaral maigi**.

Here are the details of my request:

- **Requester Name:** Christian Jiro Yabut
- **Department:** Computer Engineer
- **Room Requested:** Collaboration Room 1-A
- **Date & Time:** November 13, 2025, 7:45 a.m. – 7:45 p.m.
- **Purpose:** aaral maigi

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,

Christian Jiro Yabut

2310069

mcjyabut@tip.edu.ph