

Maria Art Antonette D. Clariño
Director, Institute of Computer Science
College of Arts and Sciences, UPLB

<Current Date>

Dear Madam,

I hope this message finds you well. I am writing on behalf of <Your Organization/Department, if applicable> regarding our upcoming event, <Event Name>. This event is designed to <Brief Description of Event's Purpose and Goals>, and is scheduled for <Event Date>.

We are kindly requesting the use of the following facilities at the Institute of Computer Science:

- Event Name: <Event Name>
- Date: <Event Date>
- Time: <Start Time> to <End Time>
- Venue: <Specific Rooms or Labs Requested>

<Describe the nature of the event and why the specific facilities are suited to your needs, e.g., technological requirements, space needs.>

In addition to the venue, we would also appreciate if the following could be provided to ensure the event runs smoothly:

- <Any Additional Resources Needed such as extra chairs, technical equipment, etc.>

We are committed to respecting and maintaining the integrity of the provided facilities. All participants will be informed of and required to adhere to proper usage guidelines. We will also implement safety measures such as <List Any Specific Precautions or Arrangements>.

Please let us know if there are specific protocols or additional information required for our reservation. Should you need to discuss this further, please do not hesitate to contact me at <Your Phone Number> or <Your Email Address>.

Thank you for considering our request. We look forward to your positive response and to a successful event.

Warm regards,

<Your Name>

<Your Position / Affiliation with UPLB>