

Request for Conference Room Use

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request the use of the conference room located at [Location] on [Date] from [Start Time] to [End Time]. The purpose of the meeting is [briefly explain the purpose].

Given the nature of our discussion, we anticipate approximately [number of attendees] participants and will require seating arrangements for all attendees as well as access to [any additional resources needed, e.g., projector, whiteboard, etc.].

We would appreciate your consideration of this request and look forward to your prompt response. If the requested date and time are not available, we would welcome suggestions for alternative times.

Thank you very much for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]