

# Boardroom Booking Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Department: [Your Department]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the booking of the boardroom for a meeting scheduled on [Insert Date] from [Start Time] to [End Time].

Attendees will include [List of Attendees] and the purpose of the meeting is [Meeting Purpose].

Please let me know if the boardroom is available during the requested time. I appreciate your assistance and look forward to your confirmation.

Thank you.

Sincerely,

[Your Name]

[Your Position]