

Private Meeting Room Allocation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Private Meeting Room Allocation

Dear [Recipient's Name],

We are pleased to inform you that a private meeting room has been allocated for your use. Please find the details below:

- **Room Name:** [Room Name]
- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Building/Address]

Should you have any further requirements or changes, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]