

# Clubroom Booking Request Form

Date: \_\_\_\_\_

To: [Property Manager's Name]

[Property Management Company]

[Property Address]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to formally request the booking of the clubroom for a [type of event, e.g., birthday party, meeting, etc.] on [date of event]. The details of the request are as follows:

- **Event Date:** \_\_\_\_\_
- **Time:** \_\_\_\_\_
- **Duration:** \_\_\_\_\_
- **Number of Guests:** \_\_\_\_\_
- **Contact Information:** \_\_\_\_\_

Please let me know if the requested time is available or if there are any conflicts. Additionally, I would appreciate any information regarding the rules and regulations for using the clubroom.

Thank you for your attention to this matter. I am looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Apartment Number]

[Your Contact Information]