

Request for Meeting Room Reservation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the reservation of a meeting room for an upcoming meeting.

Details of the Request:

- **Date of Meeting:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Number of Attendees:** [Insert Number]
- **Preferred Room:** [Insert Room Name/Number]
- **Purpose of Meeting:** [Insert Purpose]

I would greatly appreciate your assistance in securing this reservation. If the preferred room is unavailable, I am open to alternative suggestions.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]