

Common Area Booking Request

Date: [Insert Date]

To: [Name of the Facilities Manager/Appropriate Authority]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Name],

I am writing to formally request the booking of the common area for an event scheduled on [Insert Date] from [Start Time] to [End Time]. The purpose of this booking is [Brief Description of Event].

Details of the booking are as follows:

- **Date:** [Insert Date]
- **Time:** [Start Time] to [End Time]
- **Expected Attendance:** [Number of Attendees]
- **Setup Requirements:** [Details]

We appreciate your consideration of this request, and we hope to adhere to all guidelines related to the use of the common area. Please let us know if the requested time is available or if there are any conflicts.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]