

Confirmation Request for Conference Room Availability

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm the availability of the conference room at [Location] on [Requested Date] from [Start Time] to [End Time]. We are planning to hold a [Type of Event/Meeting] and would appreciate your prompt response regarding the availability of the room.

If the room is available, please let me know if there are any specific procedures we need to follow for booking and any associated costs.

Thank you for your assistance, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]