

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

Dear [Recipient Name],

I am writing to formally request the booking of a conference meeting room for our upcoming [event/meeting] on [date]. We expect approximately [number] participants and would require the room from [start time] to [end time].

It would be greatly appreciated if you could confirm the availability of the room and any requirements we need to fulfill prior to the meeting. Please let me know if there are forms to fill out or any fees associated with the booking.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]