

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the reservation of the conference room for our upcoming business meeting scheduled for [Date] from [Start Time] to [End Time]. The meeting will involve [Brief Description of the Purpose of the Meeting] and is expected to have [Number of Attendees] participants.

Please let me know the availability of the conference room for this time slot. If available, I would also appreciate if you could provide details regarding any necessary equipment or resources that can be made available.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]