

Meeting Room Assignment Notification

Dear Team,

We are pleased to inform you that the following designated meeting room has been assigned for our upcoming breakout discussions:

Meeting Room: Room 302

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Please ensure to be punctual and prepared for the discussions. If you have any questions or need further assistance, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]