

# Breakout Room Allocation for [Event Name]

Dear [Participant's Name],

We are pleased to inform you that you have been allocated to a breakout room as part of our upcoming event, [Event Name], scheduled on [Date]. Below are the details of your breakout room allocation:

## Breakout Room Details

- **Room Name:** [Room Name]
- **Time:** [Start Time] - [End Time]
- **Facilitator:** [Facilitator's Name]

Please ensure to join the session a few minutes early to facilitate a smooth start. We are looking forward to your participation and hope you find the session beneficial.

If you have any questions or require further assistance, feel free to reach out to us at [Contact Information].

Thank you!

Best regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]