

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding the reservation of the conference room for our upcoming meeting scheduled on [Date].

As mentioned earlier, we are expecting [Number] participants, and it would be greatly beneficial to have the room booked for us. If there are any updates or further information required, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]