Provisional Reservation Request Letter

Subject: Provisional Booking Request

Dear [Recipient Name],

I would like to make a provisional reservation for [Room/Table/Facility] on [Date] for [Number of

People]. The reservation is subject to final confirmation by [Confirmation Date].

Please hold the booking temporarily and inform me of any deadlines or conditions for confirmation. I

appreciate your cooperation.

Best regards,

[Your Name]

[Contact Information]

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