

Provisional Conference Hall Booking Letter

Subject: Provisional Booking of Conference Hall for [Event Name]

Dear [Administrator Name],

We would like to provisionally reserve the [Conference Hall Name] on [Proposed Date] from [Start Time] to [End Time] for [Event Name]. This reservation is tentative and subject to final approval once additional arrangements are confirmed.

Kindly acknowledge receipt of this provisional request and provide information on any conditions or fees that may apply for the tentative booking.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Organization/Department]

[Contact Information]

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