

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]

Get more templates here: <https://www.lettersandtemplates.com/letters/letter-of-making-reservation>