

From,

Member ID No. :  
Member Name :  
Guest Name :  
Phone No. :

To,  
Officer in charge  
CGOM Annexe  
Noida

**SUB : BOOKING OF**

Respected Sir,

It is hereby requested to extend the booking of facilities of CGOM Annexe for \_\_\_\_\_ on \_\_\_\_\_ from AM / PM \_\_\_\_\_ to AM / PM \_\_\_\_\_ with \_\_\_\_\_ pax.

Booking of venue are chargeable and all the rules and regulations regarding the venue has been read and understand. **No foreigner guests are allowed in CGOMA Noida, if any details of the guest be submitted to office well in advance for taking up the approval.** The required facilities for the function are as follows: -

- (a)
- (b)
- (c)
- (d)
- (e)

Thanking you,

Yours faithfully

Signature of Member

Date :