

To whom it may concern,

I hope this email finds you well. My name is [REDACTED] 5.1.2e and I am writing on behalf of Students for Palestine (SfP) at Leiden University. I am writing to you to request your help in booking a room for our upcoming event.

Our event aims to facilitate an open discussion among students, faculty, and interested community members about the fundamental importance of academic freedom within educational institutions.

To ensure the success of this event, we are in need of a suitable venue that can accommodate approximately (estimated number of attendees, maybe 20-30). We kindly request your assistance in reserving the room 1.23 in the Lipsius building.

Below are the details of our event:

Event Title: Promoting Academic Freedom: A Dialogue with Students for Palestine

Date: 19.03.2024

Time: 5:00 - 7:30

Estimated Number of Attendees: 20-30

Required Facilities: Audiovisual equipment, adequate seating, and any additional resources available.

We will have a team of Leiden University students in charge of on the day organizing of the event to ensure that it is conducted in accordance with the university's policies and guidelines, with full respect to the principles of academic freedom, inclusivity, and respectful discourse.

Please let us know at your earliest convenience if the room is available for our event on the specified date and time. Additionally, if there are any specific procedures or forms, we need to complete to finalize the reservation, kindly provide us with the necessary information.

Thank you for considering our request. We look forward to your positive response and the opportunity to collaborate in organizing this event.

Sincerely,

[REDACTED] 5.1.2e on behalf of Students for Palestine