

Event Planning Request

Date: [Insert Date]

To: [Property Manager's Name]

[Property Management Company Name]

[Property Address]

Dear [Property Manager's Name],

I hope this message finds you well. I am writing to request approval for an upcoming event we would like to host in the common areas of our building. Below are the details of the proposed event:

Event Details

Event Name: [Insert Event Name]

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Location: [Specify Common Area]

Expected Attendance: [Approximate Number of Guests]

Description

[Insert a brief description of the event, including its purpose and activities planned.]

Setup Requirements

[List any specific setup requirements, such as tables, chairs, decorations, etc.]

Catering/Refreshments

[Mention if food/drinks will be served and any catering arrangements made.]

Compliance and Cleanup

We assure you that all activities will comply with building regulations, and we will ensure the area is cleaned and returned to its original state post-event.

Thank you for considering our request. We are looking forward to your positive response.

Sincerely,

[Your Name]

[Your Apartment Number]

[Your Contact Information]