

Letter to Sponsors: Club Facilities Usage Policy Clarification

Date: [Insert Date]

Dear [Sponsor's Name],

We hope this message finds you well. We want to take a moment to clarify our club facilities usage policy to ensure transparency and understanding as you continue to support our initiatives.

As sponsors, you are entitled to certain privileges regarding the use of our facilities. The following points outline the key aspects of our policy:

- **Available Facilities:** Sponsors may access the [list of facilities] during [specific times].
- **Booking Procedure:** Please request the facilities at least [number] days in advance through [contact information].
- **Usage Guidelines:** All sponsors must adhere to our [specific rules], including [example rules].
- **Liability:** Sponsors are responsible for any damages incurred during their usage of the facilities.

We value your support and are committed to providing a beneficial partnership. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[Club Name]
[Contact Information]