

Tenant Clubroom Rental Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Property Manager's Name]

[Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I am writing to formally apply for the rental of the clubroom located at [Clubroom Address or Location] for [Date(s) of Rental] from [Start Time] to [End Time]. The purpose of the rental is [State Purpose, e.g., birthday party, meeting, etc.].

As a tenant of [Property Name/Address], I understand the rules and policies regarding the use of the clubroom and will ensure that all guidelines are followed during the event.

I would appreciate it if you could provide me with the rental fee details, as well as any other necessary requirements or forms needed to complete this application process.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]