

Rental Application for Night-Time Facility Access

Date: _____

To: [Facility Manager's Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager's Name],

I am writing to formally request access to [Facility Name] during nighttime hours for the purpose of [specific reason or event]. I would like to apply for rental access on the following date(s): [list dates].

Details of the application are as follows:

- **Name:** [Your Name]
- **Contact Number:** [Your Phone Number]
- **Email Address:** [Your Email]
- **Purpose of Use:** [Describe the purpose]
- **Requested Time:** [Start Time] to [End Time]

I understand and agree to adhere to the facility's rules and regulations during the rental period. I am looking forward to the opportunity to utilize the facility and greatly appreciate your consideration of my application.

Thank you for your time. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]

[Your Address]