

# Parking Space Request for Event Venue

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Venue Name]

[Venue Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request additional parking space for our upcoming event, [Event Name], scheduled for [Event Date]. We anticipate approximately [Number of Attendees] attendees, and we want to ensure that there is adequate parking available for our guests.

We would appreciate your assistance in reserving [Number of Parking Spaces] parking spaces for our event, specifically from [Start Time] to [End Time]. Please let us know if this can be accommodated, or if there are any additional steps we need to take to secure this arrangement.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Organization]