

Rental Application for Charity Event Hosting

Date: [Insert Date]

To: [Venue Owner/Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Owner/Manager's Name],

I am writing to formally request the rental of [Venue Name] for a charity event we are organizing to support [Charity Cause]. The event is scheduled for [Date of Event] from [Start Time] to [End Time].

The funds raised during this event will go directly towards [briefly explain how the funds will be used]. We expect approximately [number of attendees] attendees and anticipate a great deal of interest in supporting this worthy cause.

We would appreciate your assistance in making the venue available for this event. Please find attached a copy of our charity registration and additional details about the event.

If you require any further information or have specific conditions for venue rental, please feel free to reach out to me at [your phone number] or [your email].

Thank you for considering our request. We look forward to the possibility of partnering with you to make this event a success.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]