

Application for Use of Meeting Facilities

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally request the use of the meeting facilities at [Facility Name] for [purpose of the meeting] scheduled on [date] from [start time] to [end time].

We anticipate [number] attendees and require the following amenities:

- Audio-visual equipment
- Seating arrangement
- Whiteboard and markers

We assure you that we will adhere to all facility guidelines and leave the space in good condition.

Thank you for considering our application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]