

Request for Temporary Meeting Venue

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the use of a temporary venue for an important meeting scheduled on [insert date of meeting]. The purpose of this meeting is [briefly describe purpose].

We expect approximately [number of attendees] and would require the venue from [start time] to [end time]. Ideally, the space should accommodate [specific requirements, e.g., seating, A/V equipment].

We are willing to cover any associated costs and adhere to any guidelines you may have regarding the usage of the venue.

I appreciate your consideration of this request and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]