

# Event Space Rental Application

Date: [Insert Date]

To: [Facility Manager Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager Name],

We, the [Team Name], are writing to formally apply for the rental of your event space for our upcoming sports event.

## Event Details:

- **Event Name:** [Event Name]
- **Date:** [Event Date]
- **Time:** [Event Time]
- **Expected Attendance:** [Number of Attendees]
- **Requirements:** [Specific Requirements e.g., field, seating, etc.]

Please find attached our team proposal, including additional information about the event and our team background. We hope to have the opportunity to use your facility and create a successful event for our athletes and supporters.

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

Sincerely,

[Your Name]

[Your Position]

[Team Name]

[Your Contact Information]