

Facility Usage Proposal

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager's Name],

On behalf of [Your Team Name], I am writing to formally propose the usage of [Facility Name] for our upcoming season. As a dedicated sports team, we are committed to promoting athletic excellence and teamwork within our community.

We are requesting access to the following facilities:

- [Facility/Field Name]
- [Facility/Field Name]
- [Facility/Field Name]

Our proposed schedule is as follows:

[Days of the week and times]

We believe that utilizing your facility will provide our team with the necessary resources to enhance our skills and foster sportsmanship. We are willing to adhere to all facility guidelines and requirements during our use.

Thank you for considering our proposal. We look forward to the possibility of partnering with [Facility Name] and contributing positively to our community. Please let us know if you require any further information.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Team Name]

[Your Contact Information]