

Gymnasium Rental Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Team Name]

[Team Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the rental of your gymnasium for our sports team, [Team Name]. We are planning to hold [event or practice details] on [specific dates and times].

We expect approximately [number] participants and believe that your facility will be perfect for our needs. We would also like to inquire about the availability of equipment and amenities.

Please let us know the rental fees, any required forms, and if there are any conditions we should be aware of. We look forward to your prompt response.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Team Name]