

Outdoor Field Booking Request

Date: [Insert Date]

To: [Field Management Contact Name]

From: [Your Name]

Team Name: [Your Team Name]

Contact Information: [Your Phone Number] | [Your Email Address]

Dear [Field Management Contact Name],

I am writing to request the reservation of an outdoor field for our sports team, [Your Team Name], for the upcoming season. We are looking to book the field for the following dates and times:

- Date 1: [Insert Date] - [Insert Start Time] to [Insert End Time]
- Date 2: [Insert Date] - [Insert Start Time] to [Insert End Time]
- Date 3: [Insert Date] - [Insert Start Time] to [Insert End Time]

We expect approximately [Insert Number] participants and will ensure to follow all guidelines regarding field usage and maintenance.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position, if applicable]