

Facility Reservation Request

Date: [Insert Date]

To: [Facility Manager's Name]

From: [Your Name]

Team: [Team Name]

Contact Information: [Your Email/Phone Number]

Reservation Details

We would like to request the reservation of the practice facility for the following times:

- Date: [Insert Date]
- Start Time: [Insert Start Time]
- End Time: [Insert End Time]
- Number of Attendees: [Insert Number]

Purpose of Reservation

[Briefly describe the purpose of the practice session, e.g., training, scrimmage, etc.]

Additional Information

If needed, please let us know if we can access any additional facilities/amenities.

Thank You

Thank you for considering our reservation request. We look forward to your confirmation.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Team Name]