

# Training Facility Usage Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Team Name]

[Contact Information]

[Facility Manager's Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager's Name],

We are writing to request the use of [Facility Name] for our sports team, [Team Name], for training sessions during the upcoming season. We are keen to secure time slots on the following dates:

- [Date 1] - [Time]
- [Date 2] - [Time]
- [Date 3] - [Time]

Our team consists of [number of players] dedicated athletes, and we are committed to upholding all facility rules and regulations during our usage. We believe that training at [Facility Name] will greatly enhance our team's performance and development.

Please let us know if the requested dates are available, and if there are any forms or fees required for us to complete this process.

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

Sincerely,

[Your Name]

[Your Position]

[Team Name]