

Letter of Inquiry for Facility Usage Permission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Facility's Name]

[Facility's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of using [Facility Name] for [specific purpose, e.g., a community event, a workshop, etc.] on [specific date(s)].

We expect approximately [number of attendees] participants and would require the space from [start time] to [end time]. I would appreciate it if you could provide information regarding availability, rental fees, and any specific rules or requirements for usage.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Organization, if applicable]