

# Request for Usage of Event Facilities

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the usage of [Event Facility Name] for our upcoming event scheduled on [Event Date]. Our organization, [Your Organization], aims to [briefly describe the purpose of the event and its significance].

We anticipate an attendance of approximately [Number of Attendees], and we believe that your facility will provide the perfect setting for our needs.

Please let us know about the availability of the venue on the mentioned date and any associated costs or requirements for booking the facility. We are looking forward to your positive response.

Thank you for considering our request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Organization]