

Clubhouse Rental Application

Date: [Insert Date]

To: [Clubhouse Manager's Name]

[Clubhouse Name]

[Clubhouse Address]

Dear [Clubhouse Manager's Name],

I am writing to formally request the rental of the clubhouse for a holiday party on [Insert Date of Event]. We expect approximately [Insert Number of Guests] guests. The event would begin at [Start Time] and conclude by [End Time].

The purpose of the event is to celebrate the holiday season with friends and family, and we plan to have food, drinks, and decorations. We will ensure that the clubhouse is returned to its original condition after the event and will adhere to all rules and regulations set forth by the clubhouse management.

Please let me know if the date is available, along with any rental fees, deposit requirements, and rules for the event. I look forward to your prompt response.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]