

# Clubhouse Rental Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the rental of the clubhouse for a family gathering we are planning on [insert date of the gathering]. We expect approximately [number of guests] guests, and we would like to know about availability and rental rates.

Additionally, we would appreciate any information regarding the amenities available, such as seating, kitchen facilities, and parking arrangements. If possible, we would also like to schedule a time for a brief tour of the facility.

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

Best regards,

[Your Name]