

Reunion Event Clubhouse Rental Inquiry

Dear [Clubhouse Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the availability and rental details of your clubhouse for an upcoming reunion event we are planning.

We are looking to host our reunion on [Date] and expect approximately [Number of Guests] attendees. Could you please provide us with information regarding the following:

- Availability on the specified date
- Rental fees and deposit requirements
- Facilities and amenities included
- Parking arrangements
- Any restrictions or policies we should be aware of

We would appreciate any brochures or additional information you may have regarding your clubhouse rental.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]