

Clubhouse Rental Inquiry

Date: [Insert Date]

To: [Clubhouse Manager's Name]

[Clubhouse Name]

[Clubhouse Address]

Dear [Clubhouse Manager's Name],

I hope this message finds you well. I am writing to inquire about the availability of the clubhouse for an upcoming workshop/seminar we are planning to hold on [insert date(s)] ranging from [insert time] to [insert time].

We anticipate around [insert number] attendees and would require the space for [insert specific needs, e.g., tables, chairs, audiovisual equipment, etc.]. Please provide us with information regarding rental rates, deposit requirements, and any guidelines for using the facility.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Organization Name]