

Clubhouse Rental Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Clubhouse Manager's Name]

[Clubhouse Name]

[Clubhouse Address]

[City, State, Zip Code]

Dear [Clubhouse Manager's Name],

I hope this letter finds you well. I am writing to request the rental of [Clubhouse Name] for a charity fundraiser that we are organizing on [Date of Event] from [Start Time] to [End Time]. The event aims to raise funds for [Name of Charity] and we expect approximately [Number of Guests] attendees.

The venue will allow us to create a welcoming atmosphere for our guests and facilitate various activities planned for the day. We are committed to adhering to all clubhouse policies and ensuring that the space is maintained properly during and after our event.

Additionally, we would like to discuss any potential discounts for charitable organizations, as every bit of support helps us in our mission.

Thank you for considering our request. We look forward to the possibility of partnering with you for this important cause. Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information.

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)

[Organization Name] (if applicable)