

# Clubhouse Rental Request for Corporate Event

Dear [Clubhouse Manager's Name],

I hope this message finds you well. I am writing to formally request the rental of [Clubhouse Name] for a corporate event organized by [Your Company Name] on [Date]. We expect approximately [Number of Attendees] attendees and would like to reserve the space from [Start Time] to [End Time].

Our corporate event aims to [briefly describe the purpose of the event, e.g., team building, meetings, networking], and we believe that your clubhouse provides the perfect setting for this occasion.

Could you please provide us with the rental rates, availability, and any additional services you may offer (e.g., catering, AV equipment)?

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

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]