

Letter of Demand for Space Reservation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Venue/Organization Name]

[Venue Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the reservation of space at [Venue Name] for an upcoming conference hosted by [Your Organization] on [Date] from [Start Time] to [End Time]. We expect approximately [Expected Number of Attendees] attendees for this event.

The details for the space reservation are as follows:

- Event Name: [Event Name]
- Date: [Date]
- Time: [Start Time] - [End Time]
- Expected Attendance: [Number of Attendees]
- Required Facilities: [List any requirements such as audio/visual equipment, seating arrangements, etc.]

We believe that your venue would be a perfect fit for our conference and we would be grateful if you could reserve the space for us at your earliest convenience. Please let us know of any additional steps we need to take to finalize the reservation.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]