

Letter of Intent to Book a Facility

Date: [Insert Date]

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Facility Manager's Name]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Facility Manager's Name],

I am writing to express my intent to book the [Facility Name] for a seminar titled "[Seminar Title]" scheduled on [Date] from [Start Time] to [End Time]. We expect approximately [Number of Attendees] attendees.

Please let me know the availability of the facility on the specified date and any required documentation or deposit. We are particularly interested in the following amenities: [List any specific requirements].

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]