

# Letter of Interest in Securing a Conference Location

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express our interest in securing a location for our upcoming conference, [Conference Name], scheduled for [Dates]. We believe that [Venue Name] would be an ideal setting to host this event due to its excellent facilities and convenient location.

We anticipate approximately [Number of Attendees] attendees and would require [specific requirements such as room sizes, AV equipment, catering, etc.]. We are keen to learn more about your venue's availability for the requested dates and any additional services you may offer.

Thank you for considering our request. We look forward to the possibility of working together to make our conference a success. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]