

# Letter of Demand

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Demand for Conference Meeting Facilities**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the availability of conference meeting facilities for our upcoming event scheduled for [insert date]. We expect approximately [insert number] attendees and require [specify any special requirements like AV equipment, catering, etc.].

We have previously utilized your facilities and were very satisfied with the service provided. Therefore, we would like to reserve the [specific room or facility] for this event.

Please confirm the availability of the requested facilities and provide us with the details regarding pricing and terms of service at your earliest convenience. Your prompt response will greatly assist us in our planning process.

Thank you for your attention to this matter. I look forward to your swift reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]