

# Application for Hospitality Suite Allocation

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally apply for the allocation of a hospitality suite for my upcoming wedding reception scheduled for [Insert Date] at [Insert Venue]. We are expecting approximately [Insert Number] guests and would love to have a dedicated space to host our family and friends.

Details of the Event:

- **Date of Reception:** [Insert Date]
- **Time:** [Insert Time]
- **Expected Number of Guests:** [Insert Number]
- **Special Requirements:** [Insert any special requirements such as catering, decorations, etc.]

We believe that your hospitality suite would provide an ideal atmosphere for our celebration, and we are excited about the possibility of hosting our reception at your establishment.

Please let us know the next steps and any requirements needed for this application. You can reach me at [Insert Phone Number] or [Insert Email Address] for any further information.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]