

# Municipal Office Space Rental Application

Date: [Insert Date]

To: [Municipal Office Name]

Address: [Municipal Office Address]

Dear [Municipal Office Contact Person],

I am writing to formally request the rental of office space at [Specify Location or Facility Name] for the purpose of [Specify Purpose].

Details of the rental application are as follows:

- **Name of Applicant:** [Your Name]
- **Organization:** [Your Organization Name]
- **Address:** [Your Address]
- **Contact Number:** [Your Phone Number]
- **Email:** [Your Email Address]
- **Desired Rental Period:** [Start Date] to [End Date]
- **Purpose of Rental:** [Detailed Purpose]

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization Name]