

Venue Lease Agreement

Date: [Insert Date]

To: [Venue Owner/Manager Name]
[Venue Name]
[Venue Address]
[City, State, Zip Code]

Dear [Venue Owner/Manager Name],

We are writing to formally request the lease of [Venue Name] for our upcoming educational program titled "[Program Name]" scheduled to take place on [Date(s)]. We anticipate approximately [Number of Participants] attendees and believe that your venue will provide the perfect environment for our activities.

Details of the lease are as follows:

- **Event Date:** [Event Date]
- **Duration:** [Duration of Use]
- **Setup Time:** [Setup Time]
- **Cleanup Time:** [Cleanup Time]

We would greatly appreciate your consideration of our request and any terms or conditions that you may require. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further discussion.

Thank you for considering our request. We look forward to the opportunity to work together.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]