

Museum Facility Rental Application for Educational Workshop

To: [Museum Name]

Date: [Current Date]

Dear [Museum Coordinator's Name],

I am writing to apply for the rental of museum facilities for an educational workshop. We aim to provide an engaging experience for participants while promoting learning and appreciation of [relevant subject related to the museum's collection].

Details of the Workshop:

- **Workshop Title:** [Workshop Title]
- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Estimated Number of Participants:** [Number]
- **Target Audience:** [Age group or specific audience]

Please find attached the workshop plan and any required documentation. We believe that hosting the workshop in your facility will greatly enrich the participants' experience.

Thank you for considering our application. We look forward to the possibility of collaborating with your esteemed institution.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]