

Facility Rental Inquiry for Cultural Festival

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Museum Coordinator's Name]

[Museum Name]

[Museum Address]

[City, State, Zip Code]

Dear [Museum Coordinator's Name],

I am writing to inquire about the availability of [Museum Name] for an upcoming cultural festival scheduled on [Event Date]. Our organization, [Your Organization Name], aims to celebrate [brief description of the festival's purpose or theme].

We are interested in renting the facility to host [specific activities, e.g., workshops, performances, exhibitions] during the event. Could you please provide information on:

- Availability of the facility on the specified date
- Rental fees and deposit requirements
- Facilities and amenities included in the rental
- Insurance or permits required

Thank you for considering our request. We appreciate your assistance and hope to collaborate with [Museum Name] to make this festival a success. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Organization Name]