

# Inquiry for Wedding Reception Rental

Date: [Insert Date]

To: [Museum Name]

Address: [Museum Address]

Dear [Museum Coordinator's Name],

I hope this message finds you well. I am writing to inquire about the availability of your beautiful museum facility for a wedding reception. We are looking at a potential date of [Insert Desired Date], and we would love to celebrate this special occasion in such a unique setting.

Could you please provide information on the following:

- Availability of the venue on the desired date
- Rental fees and deposit requirements
- Facility capacity
- Amenities included in the rental
- Any restrictions or guidelines we should be aware of

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]