

Facility Rental Request

Date: [Insert Date]

To: [Museum Manager's Name]

[Museum Name]

[Museum Address]

Dear [Museum Manager's Name],

I am writing to request the rental of [Museum Name] for a corporate event hosted by [Your Company Name]. We are interested in holding this event on [Preferred Date(s)] from [Start Time] to [End Time].

The purpose of the event is [Brief Description of Event], and we expect approximately [Number of Guests] attendees.

We would like to inquire about the availability of the following facilities:

- Main Exhibition Hall
- Conference Room
- Catering Services

Please provide us with the rental rates, any necessary permits, and available amenities. We are also interested in information regarding parking and accessibility.

Thank you for considering our request. We look forward to your prompt response so we can proceed with our event planning.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]