

# Facilities Rental Inquiry for Charity Fundraiser

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility's Name]

[Facility's Address]

Dear [Facility Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization's Name], a nonprofit organization dedicated to [briefly describe your mission]. We are planning a charity fundraiser event to take place on [insert date], and we are interested in renting your facilities for this occasion.

The event is expected to host approximately [insert number] attendees and will include [brief description of the event, e.g., dinner, auction, activities]. We believe that your venue would be an excellent fit for our needs, and we would like to inquire about availability, rental fees, and any additional services you may offer.

Thank you for considering our request. We look forward to the possibility of working together to make a positive impact in our community. Please feel free to contact me at [your phone number] or [your email address] for any further information or to discuss this inquiry in more detail.

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Organization's Address]