

Facilities Rental Inquiry

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility's Name]

[Facility's Address]

Dear [Facility Manager's Name],

I am writing to inquire about the availability of your facilities for a community gathering we are planning on [insert date of event]. We expect approximately [insert number] attendees and are looking for a space that can accommodate our needs.

Specifically, we are interested in the following:

- Rental cost and any available packages
- Facilities available (e.g., tables, chairs, sound system)
- Hours of availability on the specified date
- Any additional services offered, such as catering or decoration

We would appreciate any information you can provide and would be happy to schedule a time to discuss our inquiry further. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Organization/Community Group]

[Your Phone Number]

[Your Email Address]