

# Facilities Rental Inquiry for Conference

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing on behalf of [Your Organization/Company Name]. We are in the process of organizing a conference scheduled for [insert date(s)], and we are interested in inquiring about the rental of your facilities.

We expect approximately [insert number] attendees and would require space for [insert specific needs, e.g., keynote sessions, breakout rooms, etc.]. Additionally, we would like to know more about the following:

- Availability of the facility on the desired dates
- Rental rates and payment terms
- Included amenities and equipment
- Catering options
- Parking and accessibility information

Thank you for considering our inquiry. We look forward to your response at your earliest convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Company Name]

[Your Phone Number]

[Your Email Address]