

Facilities Rental Inquiry

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to inquire about the availability of your facilities for an upcoming corporate event.

The event is scheduled to take place on [Event Date(s)], and we anticipate approximately [Number of Attendees] attendees. We are interested in the following amenities:

- Conference Room
- Audio-Visual Equipment
- Catering Services
- Parking Facilities

Could you please provide us with information regarding availability, rental rates, and any packages you may offer? Additionally, we would appreciate any brochures or details about the facilities that align with our requirements.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]