

# Facilities Rental Inquiry for Sports Event

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to inquire about the availability of facilities for an upcoming sports event we are planning to host. We are interested in renting the following:

- Type of facility (e.g., soccer field, basketball court, etc.)
- Date(s) of the event: [Insert Dates]
- Expected number of participants: [Insert Number]
- Duration of rental: [Insert Duration]

Could you please provide information regarding the availability, rental fees, and any additional requirements or regulations we should be aware of?

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

Sincerely,

[Your Name]