

# Facilities Rental Request

**From:** [Your Name]  
**Email:** [Your Email]  
**Phone:** [Your Phone Number]  
**Date:** [Current Date]

## To:

[Venue Manager's Name]  
[Venue Name]  
[Venue Address]  
[City, State, Zip Code]

## Subject: Request for Facility Rental for Art Exhibition

Dear [Venue Manager's Name],

I am writing to formally request the rental of [Venue Name] for an upcoming art exhibition. The event is scheduled to take place from [Start Date] to [End Date], and we are expecting approximately [Number of Attendees] attendees.

We believe that the unique space at [Venue Name] will provide an exceptional setting to showcase the works of our artists. The details of the rental request are as follows:

- **Event Date:** [Start Date] to [End Date]
- **Event Time:** [Start Time] to [End Time]
- **Estimated Attendance:** [Number of Attendees]
- **Setup Requirements:** [Details about setup, if any]
- **Additional Services Needed:** [e.g., catering, AV equipment, etc.]

Please let us know the availability of the venue and any rental fees and terms associated with this request. We would be happy to discuss this further or provide any additional information you may need.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title or Organization]  
[Your Email]  
[Your Phone Number]