

Facilities Rental Request for Birthday Party

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 to formally request the rental of your facility for a birthday party scheduled on [Date of Event] from [Start Time] to [End Time].

The event will be a celebration for [Age] years old with approximately [Number of Guests] guests expected. We are particularly interested in [specific areas or amenities you need, e.g., party room, outdoor space, kitchen facilities, etc.].

Please let me know the availability of the facility on the proposed date and any rental fees or deposits required. Additionally, if possible, I would appreciate any information regarding rules and regulations for events held at your facility.

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

Sincerely,

[Your Name]

[Your Contact Information]