

Facilities Rental Request Letter

Date: [Insert Date]

To:

[Name of the Facilities Manager]

[School or Institution Name]

[Address]

Dear [Facilities Manager's Name],

I hope this message finds you well. I am writing to formally request the rental of facilities for an upcoming school function organized by [Name of Organization/Department] on [Date of Event].

Details of the request are as follows:

- Type of Event: [Specify Type, e.g., Fundraiser, Sports Day, etc.]
- Date of Event: [Insert Date]
- Time: [Start Time] to [End Time]
- Location Requested: [Specify Location]
- Expected Attendance: [Approximate Number of Participants]

We will ensure that the facilities are maintained during and after the event and will adhere to all guidelines and regulations set forth by the school.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Name of Organization/Department]