

# Facilities Rental Request

Date: [Insert Date]

To: [Rental Company Name]

Address: [Rental Company Address]

Dear [Rental Company Contact Person],

I am writing to request the rental of your facilities for our upcoming wedding. We are excited to celebrate this special occasion and would love to host our event at your venue.

Details of our wedding are as follows:

- **Event Date:** [Insert Wedding Date]
- **Event Time:** [Insert Start and End Time]
- **Number of Guests:** [Insert Estimated Number of Guests]
- **Services Required:** [Specify any additional services needed]

We would appreciate any information regarding availability and rental terms, including pricing and deposits. Please let us know if you require any further details or documentation.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]