

# Facilities Rental Request for Workshop

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager's Name],

I am writing to formally request the rental of your facilities for an upcoming workshop titled "[Workshop Title]". The details of our request are as follows:

- **Date of Workshop:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Number of Participants:** [Insert Number]
- **Room/Facility Required:** [Insert Specific Room/Facility]

This workshop aims to [briefly describe the purpose of the workshop]. We believe that your facilities would provide the perfect environment for our participants.

Please let us know about the availability of the space on the specified date and any rental fees or conditions we should be aware of. We are keen to proceed with the necessary arrangements at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]