

Facility Usage Application for Community Event

Date: [Insert Date]

To: [Facility Manager's Name]
[Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Facility Manager's Name],

I am writing to formally request the use of [Facility Name] for a community event that we are organizing. The details of the event are as follows:

- **Event Name:** [Event Name]
- **Date of Event:** [Event Date]
- **Start Time:** [Start Time]
- **End Time:** [End Time]
- **Number of Participants:** [Estimated Attendance]
- **Purpose of Event:** [Brief Description of the Event]

We anticipate that this event will benefit our community by [insert purpose or benefits]. We would greatly appreciate your support in facilitating this event by allowing us to use the facility.

If possible, we would like to arrange a meeting to discuss this request further and address any questions you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]